



# Arrival and Dismissal Procedures

**There are three approved means for arrival and dismissal at Our Lady of Mercy School. These include walking, carpool, and bus. Below are the procedures used to ensure safety of our students, faculty, and staff.**

## Walkers

Rules	Weather
<ul style="list-style-type: none"> <li>Follow instructions of crossing guards</li> <li>Do not cross any street without a crossing guard</li> <li>Arrive no earlier than 7:25 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>If there is a threat of lightning students will not be dismissed</li> <li>Please make arrangements for your child in the event of extreme weather</li> </ul>

## Bus Riders

Rules	Arrival	Departure
<ul style="list-style-type: none"> <li>All school rules are in effect while students are on bus</li> <li>Students may be suspended or permanently removed from riding the school bus as a consequence of inappropriate behavior</li> </ul>	<ul style="list-style-type: none"> <li>Lower school students are to wait in the gym for the duty teacher before crossing the street</li> <li>Upper school students may travel to and from lockers or library</li> </ul>	<ul style="list-style-type: none"> <li>Lower school students will be escorted to the school buses by a duty teacher</li> <li>Upper school students should report directly to the gym or risk missing their bus</li> </ul>

## Carpool

Rules	Times	Tips
<ul style="list-style-type: none"> <li>Do not park and walk to churchgate</li> <li>No cell phone use while moving</li> <li>Pull car all the way forward</li> <li>Carpool number should be clearly displayed</li> <li>Students <u>must</u> exit/enter vehicle on passenger side</li> </ul>	<ul style="list-style-type: none"> <li>Morning drop off begins at 7:25 a.m.</li> <li>Morning drop off ends at 7:45 a.m. for all carpool lanes</li> <li>Afternoon pick up ends at 3:25 p.m.</li> <li>Students not picked up by 3:25 p.m. must check in to extended day</li> </ul>	<ul style="list-style-type: none"> <li>Practice carpool numbers at home</li> <li>Arrive before 7:35 a.m. to avoid long drop off lines</li> <li>Stars on map indicate drop off locations</li> </ul>

## Carpool Drop Off Locations

Lower School	Church	Main Lobby
<ul style="list-style-type: none"> <li>Grades 3Y – 2nd</li> <li>Red dotted arrow</li> <li>Enter from Florida Blvd &amp; exit to Government St.</li> </ul>	<ul style="list-style-type: none"> <li>Grades 3-8</li> <li>Blue dashed arrow</li> <li>Enter behind Adoration Chapel</li> </ul>	<ul style="list-style-type: none"> <li>Children at both Lower School and Upper School</li> <li>Purple solid arrow</li> <li>Enter from Gov St.</li> <li>Exit to Florida Blvd.</li> <li>Mornings only</li> <li>Afternoon use Church</li> </ul>

