

Welcome to St. Peter Lutheran School! To ensure the safe arrival and dismissal of our students, some important information that is specific to student drop off and pick up is provided in this document.

St. Peter Lutheran School's mission is to assist parents in providing a Christ-centered education. Cooperation of home and school will help create a climate in which every student will grow in their faith through their constant exposure to God's Word. On behalf of the staff, I wish you a great year and look forward to seeing you and your child.

### **STUDENT DROP-OFF / PICK-UP PROCEDURES**

The following drop-off and pick-up procedures have been established in order to assure the safety of our students. Please be courteous to other drivers and vigilant in watching out for the safety of our students.

#### **School Hours**

The first day of school for our Early Childhood Center is Monday, August 19. The first day of school for 5K-8<sup>th</sup> grade is Wednesday, August 21. 5K through 8<sup>th</sup> grade students may be dropped off no earlier than 7:30 a.m., since we do not have supervisory coverage available until that time. 5K through 8<sup>th</sup> grade students who arrive to school between 7:30 through 7:45 a.m. will be supervised by a teacher in the commons. Students will be dismissed to their classrooms at 7:45 a.m. School starts for 5K-8<sup>th</sup> grade students at 7:55 a.m. 5K-8<sup>th</sup> grade students are dismissed at 3:10 p.m.

#### **Traffic Pattern**

The driveway in front of the school entrance is one-way at all times. Please enter campus by using the north driveway. The speed limit in our parking lot is 5 mph.

#### **Drop Off**

Parents/guardians are asked to drop off students at the sidewalk only in the designated drop-off/pick-up areas that are in front of the main school entrance (Entrance #1). The curb in this area is painted yellow to designate it as drop-off/pick-up area. There is also marking on the pavement. There is no parking in these areas. You must drop off your child at the sidewalk and then move on immediately to keep traffic flowing. If you need to park and walk over to the sidewalk or enter the school in the morning or the afternoon, you will need to park in a designated parking space.

#### **3K and 4K Students**

Half-day 3K and 4K students and parents will enter through the main school entrance (Entrance #1); full-day 3K and 4K students and parents will enter through the Early Childhood school entrance (Entrance #3) using their fob to unlock the door. 3K and 4K parents are required to walk their child into school and to the Early Childhood classroom. Parents will need to sign the daily 3K and 4K student log.

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## **Pick Up**

When picking up children in the afternoon using the drive-up method, you are asked to remain in your car in the designated drop-off/pick-up area along the sidewalk, have your visor sign showing your students' last name attached to your vehicle's passenger visor for the pick-up supervision teachers to see, and have your child come to your car. Once you pick your child up, please move on immediately to keep traffic flowing. If your child is not in the designated waiting area, please make the loop and drive down the driveway a second time. Please do not park and leave a car unattended in a drop-off/pick-up area.

If you have parked your car in a legal parking spot, you may meet your child either in the designated waiting area, or if the weather is inclement, your child will be waiting for you in the commons.

All students will be dismissed at 3:10 p.m. **The afternoon bus needs to leave our parking lot by 3:15 p.m.** If someone other than a parent/guardian will be picking up your child, please send a note to the school indicating such. Any change in dismissal or early dismissal requires an email or a note with parent/guardian signature.

## **Bus Students**

Students who are riding the bus will wait on the sidewalk in front of the early childhood entrance (Entrance #3). If the weather is inclement, students will wait in the hallway near the early childhood classroom. The bus will pick up students from the sidewalk in front of the early childhood entrance area.

## **3K and 4K Students**

3K and 4K parents will need to park in the designated parking area and then enter school through the Early Childhood entrance (Entrance #3) using their fob, or through the main school entrance (Entrance #1) without a fob to pick up their child in the Early Childhood classroom. Parents will need to sign the daily 3K and 4K student log. After 3:25 p.m., parents should use the Early Childhood entrance (#3) to pick up their child.

## **GENERAL PARKING AND SAFETY PROCEDURES**

**All pedestrians are asked to cross the driveway within the crosswalk only. Do not cross the driveway to the school parking lot near the school entrance.**

3K and 4K parents may park in the stalls next to the Early Childhood entrance except from 3:00 p.m. to 3:20 p.m. in order to allow the bus to pick up students at this entrance.

5K through 8<sup>th</sup> grade parents should park in the designated parking lots. All pedestrians are asked to cross the driveway within the cross walk only.

If you have any questions, please do not hesitate to call me at 920-739-2009.

God Bless,

Phil Punzel  
Principal