

INSTRUCTIONS AND GUIDELINES FOR STUDENT DROP-OFF AND PICK-UP

PARKING LOT OF DIVINE PROVIDENCE CENTER (green on map):

Mornings: 7:20-7:45 A.M. – Drop-off for students in PreSchool-Grade 3, along with older siblings

- Line up on Elliott Street between Bolton Avenue and 21st Street and turn **RIGHT** onto 21st Street; do not line up on Elliott Street between Chester and 21st Street. Turn left into the DPC parking lot.
- Pull through between DPC and playground and exit on Chester Street.

Afternoons: 2:40 - 3:00 P.M. – Early Car Riders: PS, PK, Kindergarten, and 1st Grade only; NO siblings in grades 2-6,

- Do not line up before 2:30 P.M.
- Line up on Elliott Street between Bolton Avenue and 21st Street and turn **RIGHT** onto 21st Street.
- **Do not block** any driveways or intersections; be aware of residents and allow them enough room to get in and out. Line up as close to the sidewalk as possible.
- Pick up in front of Divine Providence Center, continue through parking lot and turn right onto 21st Street.

GATE ON OLIVE STREET (blue on map):

Mornings: closed

Afternoons: 2:50-3:00 P.M. – 5th & 6th graders and younger siblings, and 4th graders without younger siblings

- When exiting the Olive Street car line, do not turn right onto 21st Street – go straight.

OLINGER HALL COVERED WALK ON 21ST STREET (yellow on map):

Mornings: 7:20-7:45 A.M. – Drop-off for students in grades 4-6, along with younger siblings.

- **All cars** exiting the car line must turn left onto Madeline Street.

Afternoons: closed

CAFETERIA DOOR COVERED WALK ON 21ST STREET (red on map):

Mornings: DROP-OFF FOR BUSES ONLY!

Afternoons: 2:45-2:50 P.M. – Buses

2:50-3:00 P.M. – 21st Street Car Riders: Grades 2-4 and siblings

- **Cars may not** pull up past the yellow bus zone sign before 2:50 P.M.
- **All cars** exiting the car line must turn left onto Madeline Street.

3:00-3:15 P.M. – Late Car Riders: All grades

- **Do not** get in line before 3:00 P.M.
- Enter Olive Street from Elliott Street by Craig's Cleaners (one block off of Bolton Avenue) and line up at Roberts St. At 3:00pm, turn left onto 21st Street.
- **Do not block** any driveways or intersections; be aware of residents and allow them enough room to get in and out. Line up as close to the sidewalk as possible.

God bless you
for your
patience and
cooperation.



General guidelines:

- Only students who are tardy and arrive after 7:55 A.M. may enter school through the front door. Students who are tardy **must be signed in** by a parent or guardian in the front office.
- After Labor Day, all students PreK – Gr. 6 must be dropped off in the car lines. Pre-school students **ONLY** may be walked in through the front door.
- Students who leave school early for any reason must be signed out by a parent/guardian **BEFORE 2:30 P.M.**
- When picking up car riders, prominently display the nameplate given to you by school staff. It should be kept in your vehicle and displayed **THE ENTIRE SCHOOL YEAR!**
- All children must be picked up on the same side of the street where the building is located and **on the passenger side** of the vehicle. No child will be allowed to cross the street to meet a vehicle.
- **Do not get out of your vehicle** to assist your child. School personnel will help the little ones get in.
- Most of our students are car riders each day. We realize the car lines are long. However, for everyone's safety, you must remain in the car line.
- Please exit the car line **as soon as** your children are in the vehicle.
- Refrain from visiting with teachers or other school personnel in the car lines. If you have a question, call the school and leave a message. The teacher will call you back during her planning time.
- Please direct all bus questions to Mrs. Megan Thiels, OLPS Transportation Coordinator – (318) 487-1862.