

## FAMILY CAR VISOR PLACARDS

On the first day of school for TK – 6, the oldest child in your family will receive your Family Car Visor Placard(s). These placards are very important in helping us to identify the grade level(s) of your children, which is instrumental for all grades during afternoon pick-up, and during morning drop-off for Preschool, TK and Kindergarten. The placards are colored according to information below:

- **Orange** - TK and Kindergarten
- **Blue** - Grades 1-8

These placards are to be used at **all** pick-up (dismissal) times. As a reminder, the Red placards for Preschool and Orange for TK and Kindergarten must be used for **BOTH** morning drop-off **AND** afternoon pick-up.

## INFORMATION FOR PRESCHOOL FAMILIES

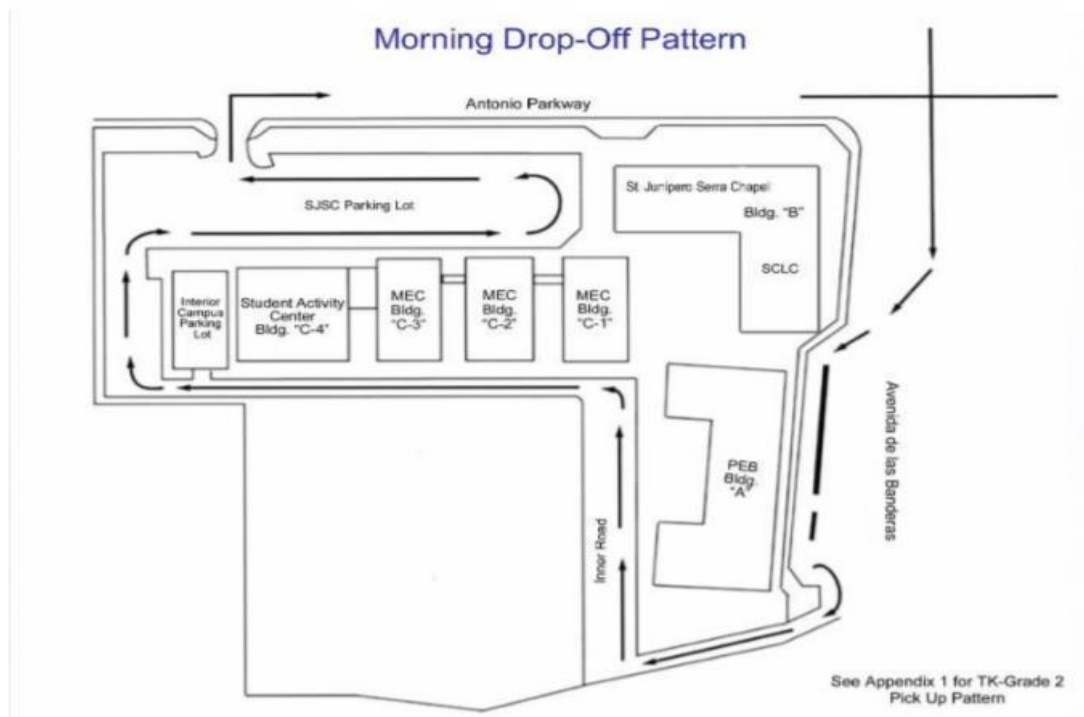
Preschool families will receive a **Red** Preschool Family Car Visor Placards and instructions for student pick-up and drop-off when they come for their Preschool Orientation.

## STUDENT DROP-OFF AND PICK-UP PROCEDURES TK-8

Your undivided attention while driving in and around campus is crucial for the safety of all students and staff! Cell Phone use is PROHIBITED while driving on the school grounds.

*Administration strongly encourages all families to participate in our morning drop off and afternoon pick-up traffic patterns. To ensure a safe, effective drop-off and pick-up, we ask you to follow the procedures outlined below:*

### Morning Drop-off: 7:10 a.m. to 7:40 a.m.



The driveway entrance off of Antonio Parkway closes at 7:10 a.m. to ALL traffic.

Cars must enter through the PEB driveway on Avenida de las Banderas **which opens at 7:10 a.m.**

Proceed as directed by a Traffic Officer, either continuing onto the inner campus road **or** stopping in front of the PEB to drop off your children.

**MAKE SURE** your children are ready to exit the vehicle, backpacks and lunches in hand, and face masks on for students in Grades 3-8, when it is time for them to unload. Your child's temperature will be taken before they exit the vehicle. If their temperature is below 100.4 your child can exit the vehicle and proceed to their classroom. **IF your child registers a temperature of 100.4 and above**, they must stay in the vehicle and **you will continue through the traffic pattern until you get to the 2<sup>nd</sup> temperature check area** which is near the Chapel rolling gate, and marked with a sign. If the second reading is below 100.4, the child will be able to exit at that time and proceed to their classroom. If it is still 100.4 or above, you will have to check your child home.

If you have been directed onto the inner campus, do not stop until the car in front of you has stopped next to the curb on the passenger side. Drop off on the inner road will be along the back of Building "A"(PEB) and around Building "C" (MEC), back and front.

Once you drop off your children and are cleared to exit, wait for direction from a Traffic Officer and then proceed on the inner road to exit campus using the Antonio Parkway driveway. **DO NOT** attempt to pull around a stopped car in front of you unless directed to do so by a Traffic Officer.

If you have been directed to stop in front of the PEB to drop off your children, follow the Traffic Officer's instructions both on when to unload and then when to proceed to exit back onto Avenida de las Banderas.

**Special Note:** For the safety of the students, they must unload from the passenger side (right side) of the vehicle only, onto the sidewalk. Students will walk up the sidewalk and head straight to their homerooms.

#### **Additional TK & Kindergarten Drop Off Information**

*TK and/or Kindergarten vehicles must display their **orange placard** so that they are identified as TK or Kindergarten to all Traffic Officers.*

**Both** TK and Kindergarten students will be dropped off in the **designated Preschool drop-off area**. Please display your orange placard and turn on your vehicle's flashing lights as you proceed through the traffic line. You will be directed to the drop-off area. **It is not necessary for you to exit your vehicle** as the staff will assist your child. Please follow the directions of the Traffic Officers to exit back **into the flow of traffic**.

#### **Extended Care Morning Drop-off: 6:30 a.m. to 7:10 a.m.**

Enter the parking lot from Antonio Parkway, park, and walk your child through the Chapel gate. Sign in with an Extended Care staff member, then return to your vehicle and exit campus the way you came in, via the Antonio driveway. As a reminder, all adults and any student Grade 3-8 must wear a mask at all times while on campus.

## Late Arriving Students

The PEB driveway entrance closes at 7:40 a.m. If you arrive after that time, you will need to enter campus from the Antonio Parkway entrance. However, for safety reasons, you will be required to wait until the traffic on the inner road has cleared before being allowed into the parking lot. Once you are allowed entry into the parking lot, you must park along the red curb and put your flashers on. If there isn't a staff member still out there to take your child's temperature, you **MUST WALK** your student into the main entrance of the MEC Building C3 regardless of their grade and proceed to the School Office. You must wear a mask and maintain Social Distancing at all times. Once your child's temperature has been taken and is below 100.4, you are free to leave and your child will pick up their campus pass before proceeding to their classroom. If your child's temperature registers 100.4 or above, you will have to wait a few minutes for another temperature check to take place. If it still reads 100.4 or above, your child will have to go home with you.

**STUDENT AFTERNOON PICK-UP:** NOTE: The parking lot closes to incoming traffic at 2:25 p.m. (Regular Day) and 11:55 a.m. (Minimum Day).

**TK - Grade - 8 (Blue Placards)** Traffic pattern runs from 2:40 - 3:00 p.m. (Regular Days) 12:05 - 12:35 p.m. (Minimum Days)

- As with the morning drop-off, enter the PEB driveway on Avenida de las Banderas
- Place your "Blue Family Car Visor Placard" on your rear view mirror or visor.
- Follow the directions of the Traffic Officer as to which lane to proceed to. • Stop your car and load your children on the inner road staging area • The names displayed on your placard will be announced so that your children will know to come to your car once traffic has come to a complete stop • FOR THEIR SAFETY, do not ask your child to approach your car without having been directed to do so by a Traffic Officer
- Proceed as directed by the Traffic Officer to exit the campus through the Antonio driveway. When exiting onto Antonio Parkway please use extreme caution and courtesy. An attempt to cross three lanes is dangerous and holds up the entire flow of traffic in the lot. An immediate right hand turn onto Antonio and then a U-turn at Empresa is much safer and would be appreciated by the drivers waiting in line behind you.

### Special Notes Regarding Drop Off and Pick Up:

- If you have asked someone unfamiliar with dropping-off or picking-up the students, (other family members, babysitter, etc.), please review the procedures thoroughly with them beforehand.
- At **NO TIME** during the day, morning drop-off or afternoon pick-up are you allowed to be in, drive through or use the **Memorial Care Health Facility parking lot**. It is private property and off limits to us. They are a private business and need their parking lot for their staff and patients. Likewise, the Condo Complex on La Ventana to the south of the school is off limits for parking as it also is private property and those residents have very limited parking themselves.
- **The adjacent neighborhood, Cabrillo Vista, located to the North of the PEB, has a City of RSM Parking Permit Program which is in effect on school days from 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Vehicles parked without a valid City-issued permit can be ticketed.**

- DO NOT drop your children off in the neighborhood to walk to school. This is very dangerous and against policy.
- Never leave your car unattended along the red curb or while in the drop-off or pick-up line once traffic has started, as doing so will interrupt the flow and may block access in the event of an emergency.
- In order to maintain a cordial relationship with all the surrounding communities, we ask that you follow all parking restrictions and traffic laws to lessen the disruption to our neighbors. When you do **legally** park in any of the residential areas, please make sure to be good ambassadors of St. Junipero Serra Catholic School by not blocking driveways, moving or blocking trash cans or leaving trash behind. Always drive carefully, being watchful for children at play. Any family who continually disregards this request is in defiance of the Code of Christian Conduct (Section 402) and could incur consequences.

**Parking On Campus:** Parking on campus is very limited. Parents/guardians and visitors to campus may park in the parking spaces marked as "Visitor" or any empty spot not marked as STAFF.

There are "VIP Parking" spaces on campus which are designated with a personalized sign. These spaces have been purchased or won at one of the school's fundraising events, or have been assigned to a parent/guardian volunteer chairing one of our major events. Please DO NOT park in any of these spaces.

### Walker Information

- *Other than September 8 and September 9*, parents will not be allowed to walk their child onto campus. *Preschool parents are exempt from this rule.* For September 8 and 9, campus can be accessed either through the Kindergarten playground gate or the Chapel gate only, not the main entrance to the school. These gates will close at 8:00am. As a reminder, both you and your child Grades 3-8 will have to wear masks.

**During this COVID-19 period, we are NOT allowing parents to walk onto campus afterschool to pick up their children.** Parents are welcome to wait on the parking lot side of the rolling gate near the Chapel. If you have advised your child ahead of time that you will be walking to pick them up, ask them to go to the fountain of the Chapel. All students waiting for their parents to pick them up will line up, social distancing, until their name is called by the staff member at the gate to exit campus. If your child does not know to come to the gate, please ask the staff member at the gate to call for them. At no time is anyone allowed to enter the school campus by walking along the cars in the Kindergarten driveway.

**Student "Walker" Authorization Form:** *Required for students to leave campus unaccompanied after school.*

As in the past, students may not leave campus without having a written authorization form on file with the school. Per Diocesan policy, students may leave campus unaccompanied after school only under two scenarios: if a student lives within 1.5 miles of the school, or if a student is walking to the bus stop adjacent to the school on Antonio Parkway (a bus route number must be written on the form). There are no other circumstances under which a student may leave campus unsupervised at dismissal.

The authorization forms are available on our school website at Parents>Forms and must be returned to the School Office for approval before a student may leave campus unsupervised at dismissal (approval may take up to three school days). Once approved, the form will be sent to the student's homeroom and they may then begin leaving campus unsupervised after school. All students must exit through the Chapel gate and check out with the staff member on duty. The staff member will also give the student his/her walker pass the first time he/she leaves campus after school