

**St. Helen School Drop off and Pick Up Procedures**

**Morning Drop Off**

**Preschool drop off is from 8:00-8:15.**

* Students in Preschool 3 enter through the courtyard doors just east of the main entrance. They will be escorted to their classrooms by staff members.
* Students in Preschool 4 enter through the main entrance on Augusta. They will be escorted to their classrooms by staff members.

**Kindergarten drop off is from 8:00-8:15.**

* Students in Kindergarten enter through the main entrance on Augusta.
* Kindergarten students will be escorted to their classroom by staff members.

**Drop off for students in grades 1-8 is from 7:45-8:00.**

* Grades 1,6,7,and 8 enter through the main entrance on Augusta.
* Grades 2,3,4, and 5 enter through the courtyard doors just east of the main entrance.
* Staff members will be available to escort students to their classrooms.

**Afternoon Pick Up**

**Preschool pick up is from 2:40-3:00**

* Students will exit the courtyard doors and remain behind the gate. Parents/Guardian will come to the gate and pick up their child.

**Kindergarten pick up is from 2:40-3:00.**

* Kindergarten will exit the main entrance, students will be lined up with their class on the front sidewalk. Look for signage on our first day.

**Pick up for grades 1-8 is from 2:50-3:00.**

* Grades 1,6,7,and 8 exit the main entrance on Augusta, students will be lined up with their class on the front sidewalk. Look for signage on our first day.
* Grades 2,3,4, and 5 exit the courtyard doors just east of the main entrance, students will be lined up with their class on the front sidewalk. Look for signage on our first day.

**Important Reminders**

* **At this time the gym doors are closed for student drop off and pick up.**
* **For the safety of our children, please do not double park on Augusta.**
* **Drop off is eastbound on Augusta in front of school.**
* **Families are welcome to park in the parking lot between the school and church for drop off and pick up.**
* **Students who are not picked up by 3:00 will be sent to Aftercare.**
* **Aftercare and Morning care begins on Monday, August 29th.**
* **Preschool and Kindergarten students who have older siblings can be dropped off between 7:45-8:00 and will be escorted to their room by staff members.**
* **Please abide by the drop off times. This will help ensure a smooth start to the day and allow teachers to begin class on time and maximize student engagement.**