

Arrival and Dismissal Procedures

Supervision of the morning assembly area by faculty /staff begins at 7:40AM.

The morning SPARC program is mandatory for children who must be dropped off before that time. For the safety of the children, parents are not permitted to drive into the schoolyard when dropping off their children. The only exception to this will be on cold or rainy days. A sign hanging on the fence at the entrance off Edenton St. will alert you to this. You may then enter at the first gate, drop your child at the back door and exit through the second gate back onto Edenton St. On normal days, you should drop off at the second gate. To alleviate congestion, please be prepared for your child to exit the vehicle quickly and from the driver's side. Backpacks should not be kept in the trunk because this further delays the drop off line. Those who wish to use the Hillsborough St. entrance are asked to use extreme caution in this area. **It is requested that only those families with vans which only open on the passenger side use this area for drop off.** Those students will enter the front door and walk through the school hall to the assembly area. **Please be aware that faculty/staff park in the corner lots. If you park there at arrival, you may be keeping them from parking in their assigned spot.**

The following guidelines will help make our dismissal procedure quick and most importantly safe for students, parents, and the faculty/staff/safety patrol students who are monitoring the area.

*Parents may not park in the lot behind the school after 2:15. If you are picking up early, you will need to park on the street.

*Students in PK-2 will dismiss at 2:35 and students in 3-8 will dismiss at 2:45. If you are Picking up students in both grade groups, please come at 2:45.

Cars may enter the lot 5 minutes before dismissal for your grade level.

If you arrive before this time, you will not be allowed to sit and wait in the only turn lane onto Edenton from McDowell. You will have to circle the block. Please use extreme caution as you drive through the lot. Proceed to the parking lot and park facing the convent. Remain in your vehicle. Your child will be delivered to you. Pre-K students may (if traffic allows) be loaded at the back door, however you will still need to follow the traffic flow.

* If your child has forgotten something and has already been escorted to your vehicle, you will be required to find a parking space and escort your child back into the building. When you are ready to leave, put on your left turn signal and wait to be waved out of the lot.

***At no time will cell phone use be permitted in car pool.**

Parents who park on the streets surrounding the Cathedral may walk to the fenced area next to the back door and pick up their child there. All students will exit through the back door. The Methodist Church and Campbell University Law School have requested that we not use their lots at dismissal time. Students who are not picked up by 3:00 will be escorted to the office and await their parent.

SPARC is not an option for students whose parents are late picking up.