

St. Elizabeth Ann Seton Church
Office of Religious Education
Shrub Oak, NY 10588
914 528 8553

MEMO

TO: Parents of Religious Ed Students
FROM: Sara Koshofer CRE
Date: September 2017

RE: Safety concerns: Drop off / Pick up / Parking lot

Drop off and dismissal procedures are always a great concern, so I would like to once again go over our procedures.

- The doors to the school are locked. No one is allowed to enter through those doors. You will notice the “Do Not Enter Signs”. Entry to our program can only be through the two main doors in front of the religious Ed office. The school doors are only to be used as exit doors.
- The doors from the school hall to the church, the back doors and chapel doors to the cafeteria/gym are locked for entry.
- Please park your car and walk your child to the main doors next to the church.
- After classes begin the main doors will also be locked and you will need to be buzzed in.
- If you need to pick up your child, you must come to the main office to sign him/her out and show identification. We will bring your child to you.
- Dismissal for students is as follows: 1st and 2nd grade students are picked up 5 minutes before dismissal and parents are asked to proceed out the door near the convent. The rest of the students are dismissed at

the appropriate time, with the second floor students coming down the main staircase and exiting out the double school doors. The students on the first floor will exit out the door by the convent. I have asked the catechists to walk their class outside to meet their parents.

- Parents are to wait for their child outside along the sidewalk in front of the school.
- The driveway in front of the school and church is a **safe zone** for the children. The cones are placed at each end for a reason. **No cars are allowed in the safe zone.** Please **DO NOT move the cones.**
- **Park your car and meet your child in front of the building and walk them to your car. Do not have your child walk to find you in the parking lot. Come and get your child.**
- **Please do not double park.** Some parents arrive early and then they cannot leave because they are blocked in. Our parking lot is large; there are plenty of parking spots for everyone.
- **PLEASE DRIVE SLOW THROUGH THE PARKING LOT!** You never know when a child may dart out between cars. **Please, Please, Please,** remember where you are.
- **DO NOT park along the driveway to the back parking lot.** It is very dangerous; there is a blind spot for cars coming around the corner. Some of the large SUV's make it hard for cars to pass. **Again, our parking lot is very large, please park in the main lot.**
- If you are going to be late, please call the office and let us know. Your child will wait in the office for you. **We never want a student standing outside alone.**

Please follow these procedures. Your child's safety is of utmost important to us.