



ST. AGNES  
S C H O O L

# 2020-21 Drop Off and Pick Up Procedures

Revised January 10, 2021



# Parking Lot Safety – Campus Map

Old Frederick Road

ENTER

CHURCH

ACTIVITY  
CENTER

EXIT  
← ONLY

EXIT  
→ ONLY

OLD  
SCHOOL  
(Cafeteria)

PARISH  
OFFICE

SCHOOL  
BUILDING

EXIT  
↓ ONLY



St. Agnes Lane



# Parking Lot Safety – Drop Off Procedures

**Step 1:** Fill out the Wellness Form BEFORE 7:15am.

**Step 2:** Arrive at school. Pull up the activity center. Stay in your car.

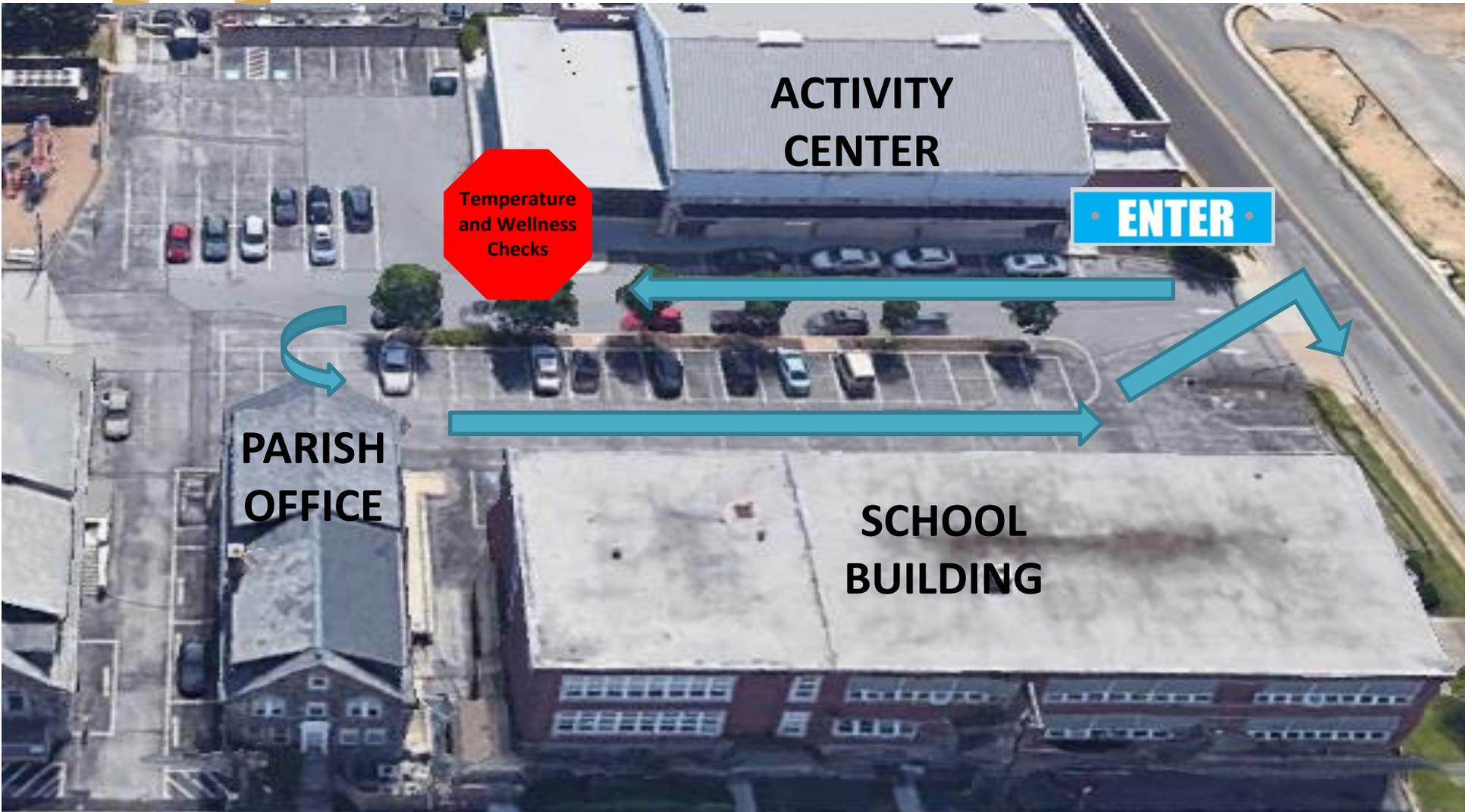
**Step 3:** A Staff Member will approach your car to verify we have received your Wellness Form and take your child's temperature through an open window. Do not get out of your car.

**Note:** If you did NOT complete the Wellness Form prior to drop off, you will be asked to pull over and park your car to complete the form and verify temperature.

**Step 4:** If your child's temperature is fine, you may then proceed to make a U-turn around the median, and proceed to drop off your child. If your child's temperature is not OK you will be asked to proceed off the parking lot on to Route 40 and take your child home.



# Parking Lot Safety – Drop Off Procedures



**ACTIVITY  
CENTER**

**Temperature  
and Wellness  
Checks**

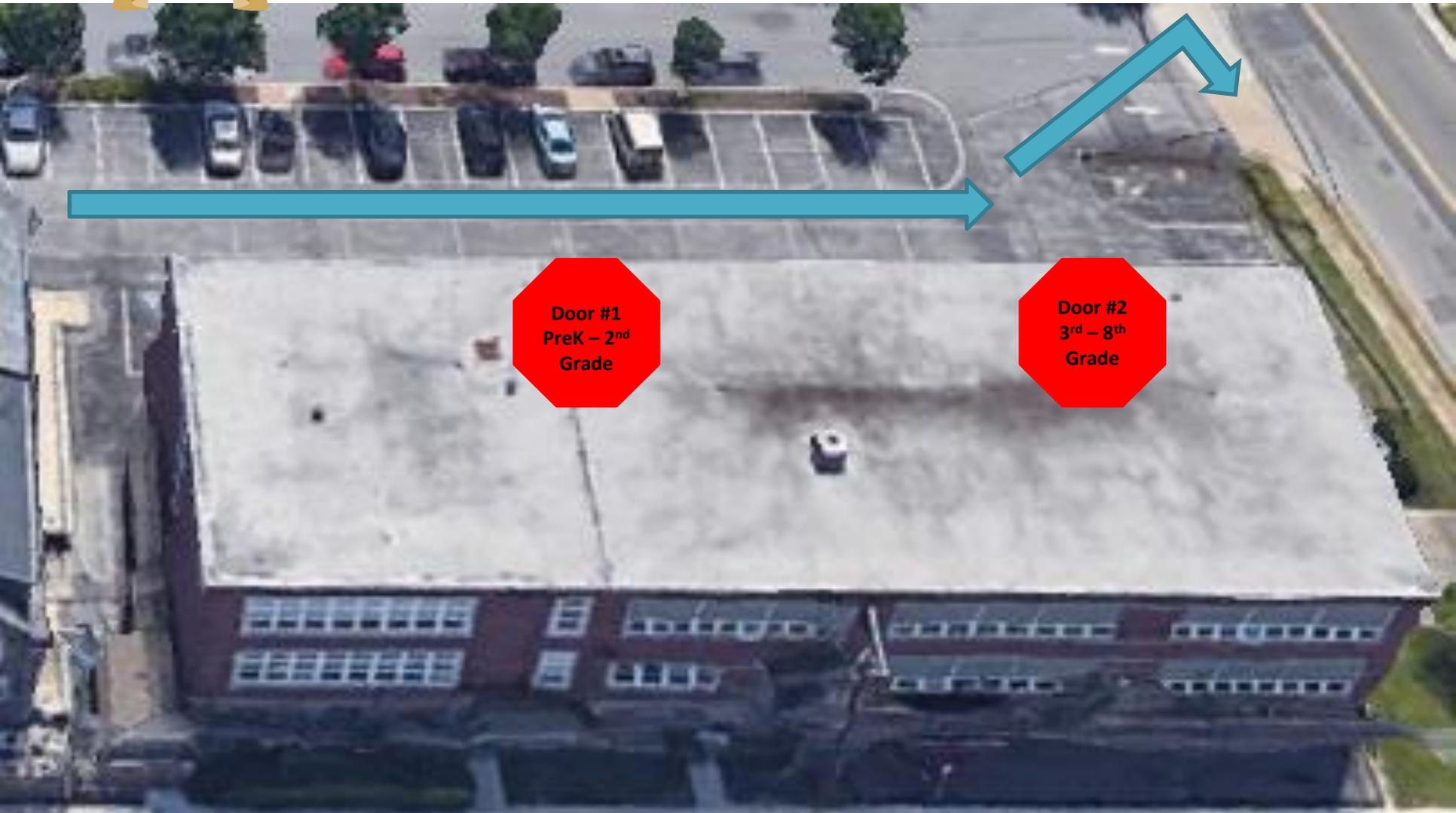
**ENTER**

**PARISH  
OFFICE**

**SCHOOL  
BUILDING**



# Parking Lot Safety – Drop Off Procedures



**Door #1**  
PreK – 2<sup>nd</sup>  
Grade

**Door #2**  
3<sup>rd</sup> – 8<sup>th</sup>  
Grade



# Parking Lot Safety – Pick Up Procedures

- Step 1:** Arrive to campus no earlier than 2:45pm. (Half Day 11:45am)
- Step 2:** Pull onto the parking lot next to the Faculty and Staff cars. Please pull all the way up to the front facing the Old School building in a straight line behind the car in front of you. Once the first row is full, proceed to make the second and third rows respectively. If you were with us last year, this is the same pick up procedure but with the first row of cars now being replaced with faculty and staff cars.
- Step 3:** All students will be dismissed from the building and out on the parking lot by 3:05pm (Half Day 12:05pm). They will walk safely around along the building and to the front of the carline. Once all students are safely in their cars, we will dismiss the cars row by row.
- Optional:** If you would prefer to park at Shoppers and walk up to pick-up your child, you may do so; however, you will have to walk around the playground to the front of the pick-up area and sign-out your child.



# Parking Lot Safety – Pick-Up Procedures

Old Frederick Road

ENTER

CHURCH

ACTIVITY  
CENTER

EXIT  
← ONLY

OLD  
SCHOOL  
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PARISH  
OFFICE

SCHOOL  
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EXIT  
↓ ONLY

St. Agnes Lane





**THANK YOU!**