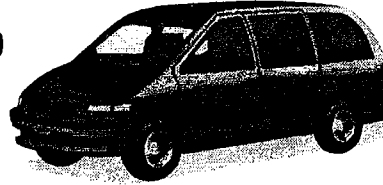


# ST. JOHN THE BAPTIST CATHOLIC SCHOOL

204 RUFUS STREET  
NEW HAVEN, IN 46774  
260-749-9903  
260-749-6047 FAX  
[WWW.STJOHNRAIDERS.ORG](http://WWW.STJOHNRAIDERS.ORG)



Dear Parents-

In response to growing concern from school parents and faculty regarding student safety, St. John's School will be implementing a new procedure for morning drop-off and afternoon pick-up beginning with the 2005-2006 school year. Please read over the changes carefully, noting the new drop-off and pick-up areas. All children must know who is picking them up at dismissal-please discuss this with your carpool.

Parents will remain in the vehicles as they wait in line for students to be dropped off between 7:30 and 7:50 am. After unloading the student(s) parents may exit the lot using Seward Street. Student patrols will assist the students with car doors. At dismissal parents will remain in the vehicles as they wait in line for students to be dismissed and exit using Ann Street. Dismissal time for all car riders will be 2:40-5 pm (2:30 pm on collaboration Wednesdays). Students will be called by family or car pool name(s) as vehicles reach the front of the loading line. Parents may wait one extra turn for a student to load, after that they will need to exit and reenter the lot getting at the end of the line. If a parent needs to come into the school building or Community Center, they will pick students up using the outlined procedure, exit and reenter the lot, parking after the lot is clear.

There will be added safety patrol students and extra faculty on duty at both drop-off and dismissal. The important matter of student safety is dependent upon the combined efforts of our entire school community. Thank you for your understanding and cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Janice L. Comito".

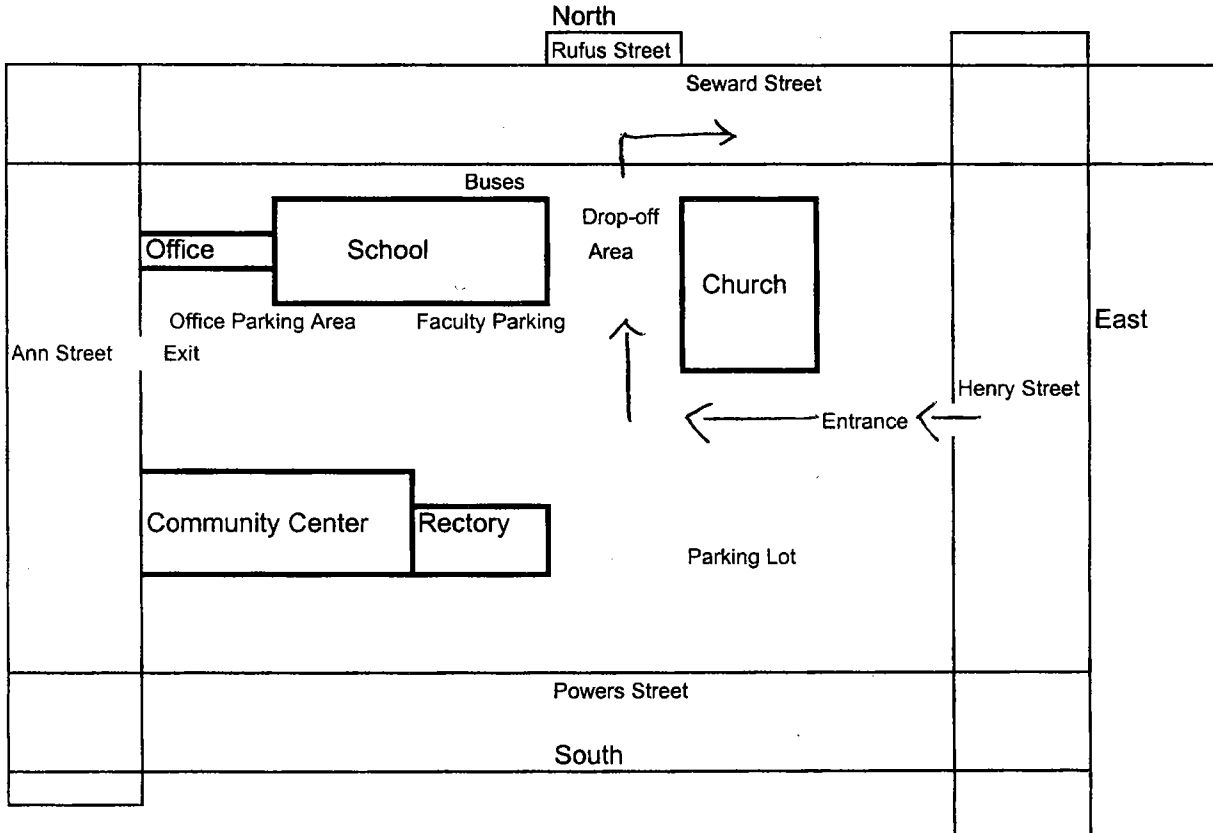
Janice L. Comito, Principal  
St. John's School Faculty

**MORNING DROP-OFF PROCEDURE**

Students should be dropped off in the morning in this way:

Cars will enter the Church parking lot through the entrance on Henry Street. Proceed through the lot to the drop-off point between the school and church. Cars should pull up in front of school by the sidewalk area. Upon reaching this point, students will be assisted from the vehicles by the student patrols on duty. No child should leave their vehicle until they reach this point. Cars may exit the lot using the exit onto Seward Street and turn right to avoid the bus zone. Parents wishing to walk their child into the building need- to park in the lot in front of church.

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## AFTERNOON PICK-UP PROCEDURE

Students will be dismissed to their vehicles after school in this way:

Cars will enter the Church parking lot only through the entrance on Henry Street. They will proceed to pull into the spaces in the lot facing west (Rectory/Community Center). Fill in the spaces closest to the rectory first please. Students will be released when the vehicle in which they are riding has reached the beginning of one of the loading lines. Once students are in all cars at the front of the lines, the cars will be dismissed from the lot, and exit using the Ann Street gate. If a car at the front of the line is still waiting for students, they may wait one additional turn at the front of the line. If that car is still waiting for students after 2 turns at the front of the line, that car must exit the lot through the Ann Street gate and reenter the lot through the Henry Street entrance to wait in line again. Please have a sign with your family's and/or car pools names visible when you reach the front of the line.

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