

**St. Malachy School  
Drop Off and Pick Up  
Rules and Procedures  
August 2014**

Drop Off Time:	<ul style="list-style-type: none"> <li>• 30 minutes prior to the start of the school day.</li> </ul>
Pick Up Time:	<ul style="list-style-type: none"> <li>• 10 minutes prior to school dismissal until 30 minutes after school dismissal.</li> </ul>
Clark Street:	<ul style="list-style-type: none"> <li>• Clark Street drop-off and pick-up is to occur on the north side of the street only.</li> <li>• Vehicles should approach the school for drop-off and/or pick-up from the east off of Elm Street.</li> <li>• During pick-up, vehicles should enter the alley from the east off of Elm Street and then proceed through the alley to Clark Street.</li> <li>• Vehicles are to pull up next to the curb prior to students loading and unloading.</li> <li>• There is to be no parking or standing in the yellow area in front of the school until the bus and trolleys have loaded and left.</li> </ul>
Clark Street west of school building:	<ul style="list-style-type: none"> <li>• The area on Clark Street west of the building is available for parents use during drop-off and to pick-up.</li> <li>• Drop-off and pick-up must occur on the north side of the street.</li> <li>• This area is also used for parents who need to park their vehicle and enter the building during drop-off and pick-up times.</li> </ul>
Alley:	<ul style="list-style-type: none"> <li>• Alley drop-off and pick-up may occur for 3<sup>rd</sup> through 8<sup>th</sup> grade students only.</li> <li>• Vehicles should approach the designated alley drop-off/pick-up location from the east off of Elm Street.</li> <li>• Vehicles are to pull up to the designated drop-off/pick-up area prior to students loading and unloading.</li> <li>• There is to be no parking or standing in the alley while students are loading and unloading.</li> </ul>
Division Street:	<ul style="list-style-type: none"> <li>• The area on Division Street north of Clark Street is available for parents to use during drop-off and to pick-up.</li> <li>• There is to be no parking in the grass along Division Street north of the Clark/Division intersection.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Afternoon preschool students will be brought to the appropriate vehicle for pick-up after school.</li> <li>• There should be no vehicles parked in the loading and unloading area for more than ten minutes.</li> <li>• Parents who need to park their car and come into the building should not park in the yellow area in front of the school during drop off and pick up times.</li> <li>• There should be no turning north into the alley east of the school during drop off and pick up times.</li> </ul>