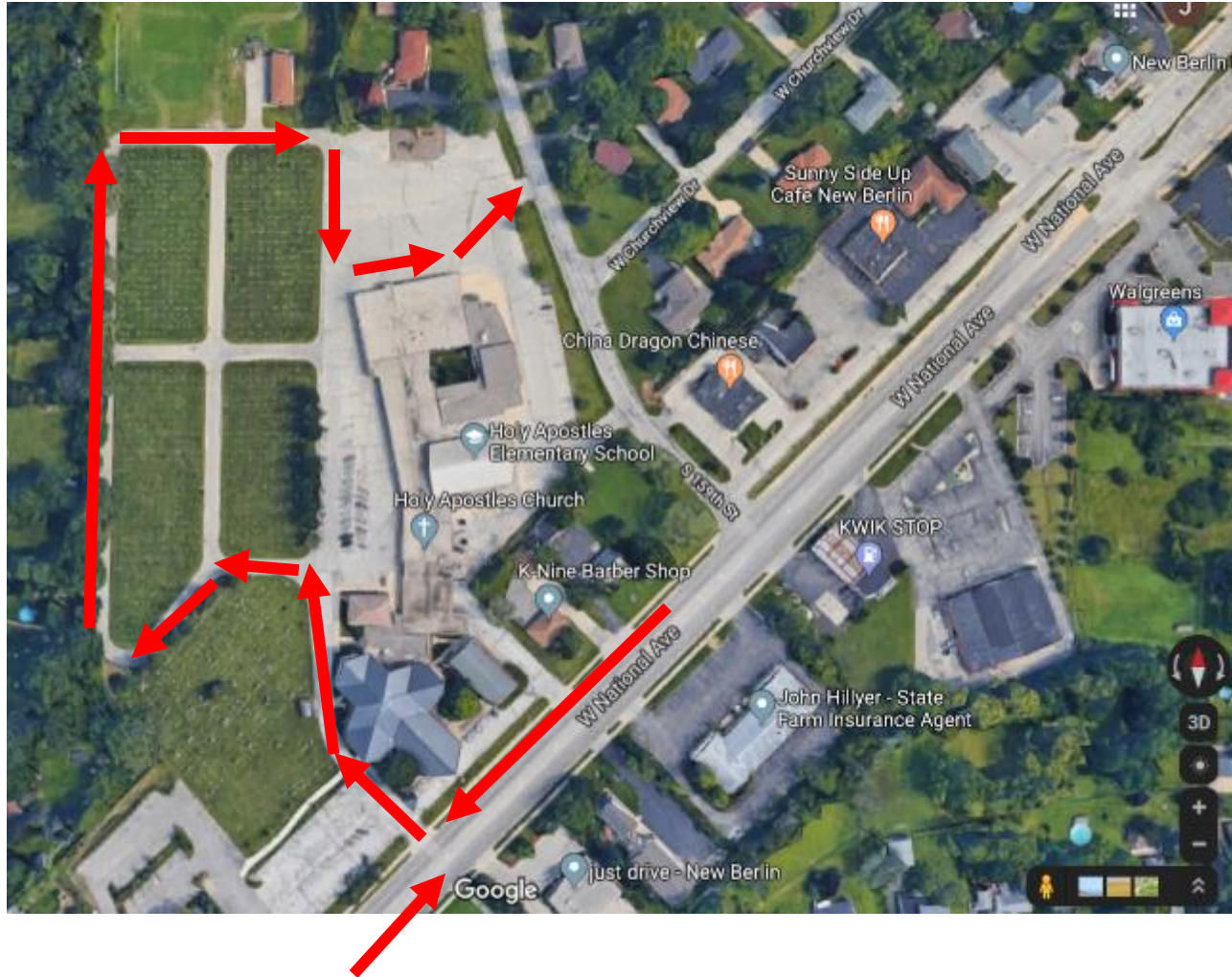


H.A. 5K -8th Grade Student Drop-Off Guidelines

Welcome to another school year at Holy Apostles School. To ensure the safety of students, parents, and faculty during the drop-off of students in the morning and pick up of students in the afternoon, there are some guidelines that need to be followed. Please review the following to ensure the safety of our fellow students, parents, and faculty.

- Remember, there are only 10 minutes to get all students dropped off and into the school. Your cooperation is required to ensure all students are dropped off safely and on time.
- Our preK families will be entering through the Parish Center Doors to help eliminate hallway congestion. ALL CHILDREN IN A FAMILY WITH A PREK STUDENT WILL ENTER THROUGH THE PARISH CENTER DOORS and walk to their respective classroom.
- Our goal is to get students into the building quickly and safely. There will be staff outside and inside the building to guide the entrance process.
- If your 5K child needs extra time to exit your vehicle, please review the Early Childhood Drop-Off Guidelines.
- As the first few weeks pass, families will perfect this process. It will be common for families to come to a complete stop and have two students exit the vehicle and close the door in 6 seconds. This has been verified through time studies. Being organized and courteous allows everyone to get their students to class in a timely and safe manner.

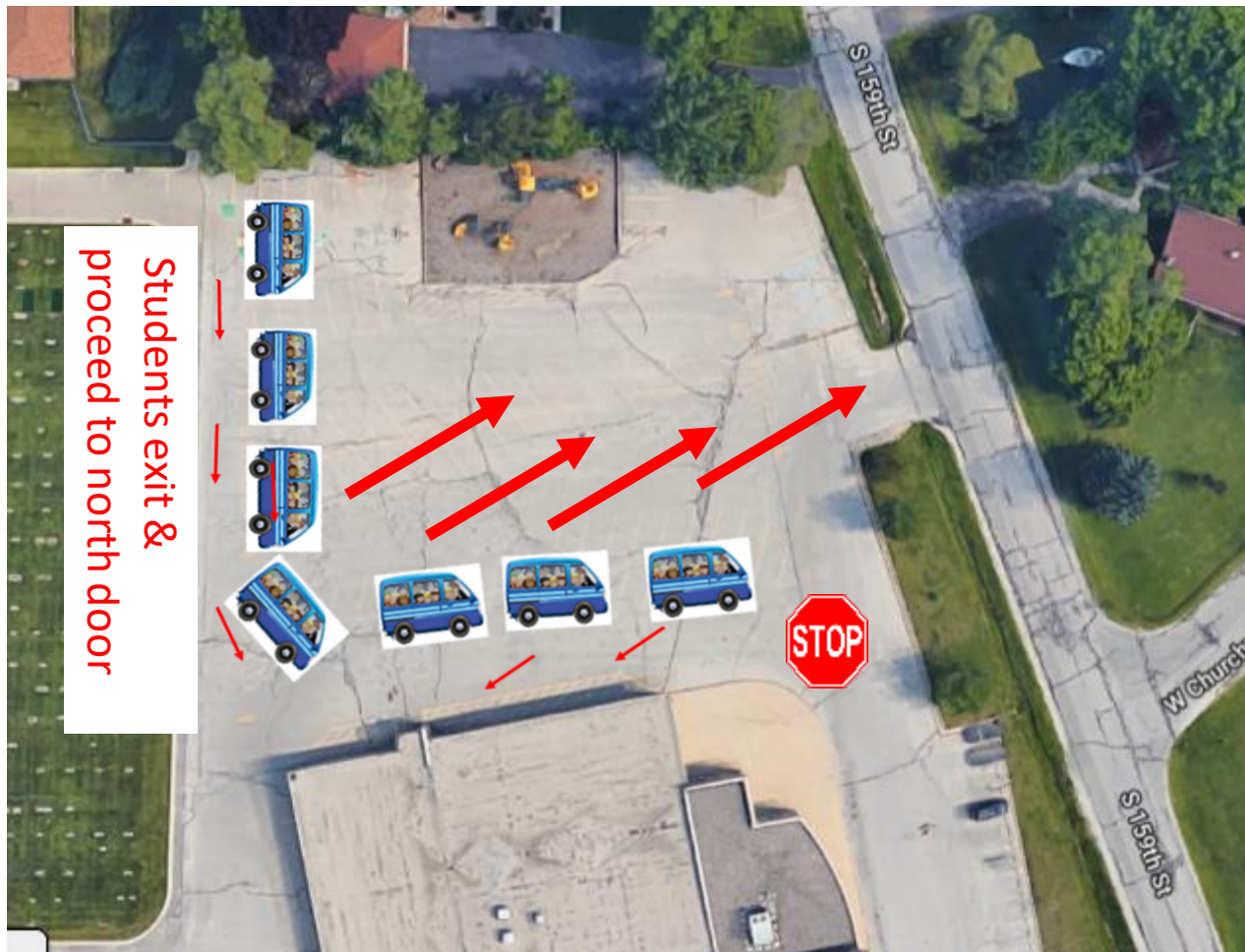
5K-8th Grade Drop-off Vehicle Route



Dropping off your student(s) is to be done using the following route:

- Enter Holy Apostles using the first entrance to the west of the church on National Ave.
- Follow the road around the west border of the cemetery.
- Exit the school property onto S. 159th Street using the northern-most exit shown.

Drop-off Vehicle Route (cont.)



- If you are first in line, pull all the way forward to the last cone or to the teacher standing at the end. This maximizes the number of vehicles that can drop off students at the same time.
- Please DO NOT STOP DIRECTLY IN FRONT OF THE DOORS. This greatly slows down the unloading process by preventing other vehicles from dropping off their students.
- Once unloaded and it is safe to do so, move your vehicle to the left and exit the school. This allows the next set of parents to move into line and drop their students off in the event there is a delay in vehicles exiting due to a school bus entering the school grounds.

School Drop-off Do's and Do Not's

DO:

- Have your student gather all of their belongings together while traveling the cemetery route.
- Give your student any last minute instructions or words of love on the drive to school and during the cemetery route.
- Drop off your child between 8:05am-8:15am when adult supervision is present.
- Watch for the school buses entering from 159th St. Please give them the room to enter the school grounds.

DO NOT:

- Park immediately in front of the drop-off door if you arrive to school early. This blocks the route for other parents. Regardless of the weather, if you arrive early and are concerned about the door not being open, park off to the side along the cemetery route. Then join the line once the door is open.
- Drop off your child before 8:05am to wait outside the north door.
- Leave your vehicle to help your student exit the car. HA has several hundred vehicles to move through the drop-off line in 10 minutes. "It will only take a minute" means taking up 10% of the time needed to get everyone through the line safely.
- Use your cell phone while going through drop-off. We all lead busy lives, but there are a lot of students, staff, and parents arriving at the same time. Please do not cause an accident due to the distraction of a phone call.