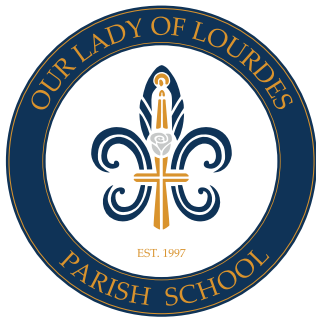


Return

to Campus

**Arrival and Dismissal
Procedures**



Our Lady of Lourdes Parish School

PK3 - 8th Grade

1 ConciergePad Student Health Questionnaire

All students must complete their student health questionnaire PRIOR to arriving at school. One health questionnaire must be completed for each student on a daily basis.

A student health questionnaire reminder will be sent via text to all parents each day, as needed.

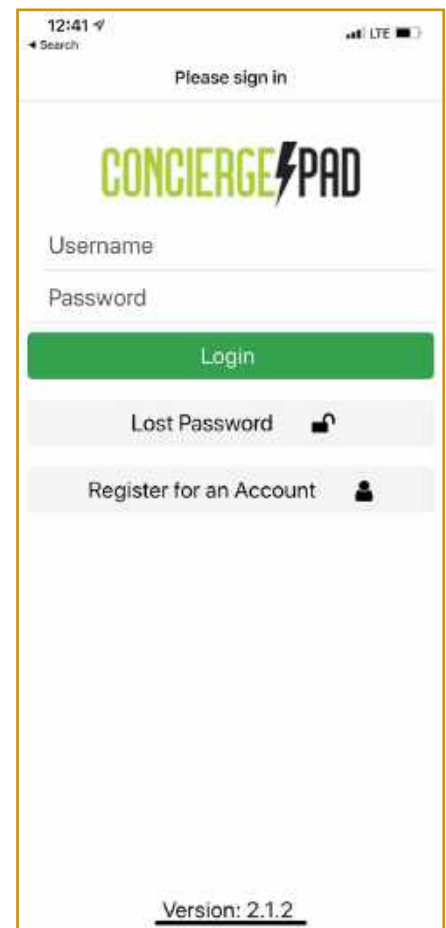
Please complete it on the ConciergePad Mobile App.

Parents:

Upon entering the APP, you will follow procedures outlined in the [ConciergePad Mobile Quick Reference Card](#).

You are asked to read all questions carefully and respond YES or NO.

If any of the responses to the questions on the student health questionnaire is YES, **please keep your child at home after completing the reporting process.**





2 Arrival Procedure

Our school doors will open daily at 7:00 a.m. Students may not be dropped-off prior to this time. The following are the drop-off times and destinations. Older siblings may be dropped off with the youngest sibling.

- **Drop-off on West Driveway - Morning Reception Area (All Grades):**
7:00 - 7:20 a.m. - Students will check-in with staff to confirm health screening clearance prior to exiting cars. Students with siblings in PK3 & PK4 may enter through the PK doors during this time.
- **Drop-off at North Driveway - (PK - 5th Grades):**
7:20 - 7:45 a.m. - Students will check in with staff to confirm health screening clearance prior to exiting cars.
- **Drop-off on West Driveway - Morning Reception Area (6th - 8th Grades):**
7:20 - 7:45 a.m. - Students will check in with staff to confirm health screening clearance prior to exiting cars.

***Arrivals between 7:45 - 8:00 a.m.**

Drop-off on West Driveway - Morning Reception Area (All Grades):

*Arrivals after 8:00 a.m. must be escorted by a parent to the main office (please adhere to mask and physical distancing requirements).

Upon arrival at their designated location, staff will verify the student has submitted a student health questionnaire prior to the student exiting the car and entering school campus.



3 Dismissal Procedure

To facilitate a staggered dismissal, our staff will use the ConciergePad Silent Dismissal app. Parents need to ensure that New Car Tags with ID number are displayed. **New Car Tags were given to all families in August during the Drive Through Pick Ups.**

Students will remain in their classrooms until they are called out to dismissal. Staff will use the Car Tag ID numbers to announce that you are here to pick up your student. The teacher is electronically notified and will dismiss the student to their pick up location.

Students will not be called to dismissal without the Car ID number.

Their teachers will tag students' backpacks with the corresponding CAR ID number to expedite dismissal.

Parents are asked to adhere to their child's dismissal times to assist with traffic flow. If picking up students with two different dismissal times, older students will be dismissed with the youngest sibling. There will be no aftercare at this time. All students on campus must be picked up at their designated dismissal time.

The school day will end at 2:30 p.m. and on campus students will pack up and prepare for the afternoon prayer.



Dismissal Times

FIRST DISMISSAL

2:40 P.M. Dismissal (12:40 P.M. on early Dismissal Days) **PK3 – 3rd Grade**

LOCATIONS:

PK3 and PK4: North Side of the School – Left Car Lane

Kindergarten and 1st Grade: North Side of the School – Right Car Lane

2nd grade and 3rd Grade: West Side of the School

SECOND DISMISSAL

3:00 P.M. (1:00 P.M. ON EARLY DISMISSAL DAYS) **4th – 8th Grade**

LOCATIONS:

4th Grade: North Side of the School – Left Car Lane

5th Grade: North Side of the School – Right Car Lane

6th – 8th Grade: West Side of the School

4 Guests/Parents Visit OnCampus

For the safety of the OLOL community, during this time guests and/or parents will be restricted from coming onto the campus.

