



## CAR LINE POLICY

### St. Thomas More Parish School Car Line Instructions

The following is a publication of the car line procedures.

**As part of the conditions regarding the approval of the St. Thomas More Parish School Addition, St. Thomas More Parish School's Agreement with Arapahoe County requires that no cars queue onto Otero Avenue during morning drop-off or afternoon pick-up. It is important that this does not occur. The Sheriff's Department may ticket individuals stopped on Otero Avenue.**

Attached is a map that shows the car queuing procedure that is set up for this school year. Below is the "Key" with corresponding directions.

- A. "A" Lot is the School Parking Lot and will function as shown on the attached map. This car line is for **Car Pool Families Only**. The \* indicates the student drop-off/pick-up area.
- B. "B" Lot is the secondary Car Pick-up Line and will function as shown on the attached map. This line is for **families not car-pooling**. Please do not use the Quebec Street entrance or exit indicated with a "#" because of safety reasons. (Heavy traffic and poor visibility.) Please use the Otero Avenue entrance as shown. The "\*" indicates the student pick-up area. This area is located at the main sanctuary entrance pavilion. The students are to walk through the church narthex to the student pick-up area. NOTE: The Secondary Queuing Line is shown if needed.
- C. "C" Lot is the North Parking Lot or the Padre parking Lot. **This is not a pick-up or drop-off area.**

In order for the Car Lines to work smoothly and safely, your cooperation is necessary. Please obey the instructions and the car lines should work efficiently. If problems or issues arise they will be addressed at that time. **Please, no cell phones while driving in the car line.**

#### **Morning Car Line:**

- 🚗 Please stay in your car. A staff member will assist your child(ren) out of the vehicle.
- 🚗 All students should be dropped off in the front of the car line. Please follow the directions of the staff or volunteers.
- 🚗 Please make sure to use your turn signal when entering or exiting the school lot.
- 🚗 Please have all students exit from the passenger side of the car.
- 🚗 **Drop-off is in the school parking lot car line only.**
- 🚗 If you need to enter the building with your student, park in the lot behind the Padre and escort your student into the building.

#### **Afternoon Car Line:**

- 🚗 Please do not leave your car. A staff member or a volunteer parent will assist your child(ren) into the vehicle.
- 🚗 For the safety of our children, do not park in the church or school parking lot and walk through the car line to obtain your child.
- 🚗 Out of courtesy to our neighbors, please do not park off campus.
- 🚗 **Carpooling families are to use the school lot only.** Please have the name of your carpool written on a sheet of paper in large, dark letters. Show the paper to the person with the bullhorn and s/he will call out your carpool name.
- 🚗 **All families choosing not to carpool are to use the church lot.** The church lot also uses a "snake" formation. Please follow the traffic director's instructions.
- 🚗 Families using the church lot will need to have their family name written on a sheet of paper in large, dark letters. Show the sign to the person with the bullhorn and s/he will call out your family/carpool name.

No parking is allowed in the school lot between 2:30 and 3:15 p.m. This includes the lot next to the playground, the teacher lot, the small lot near the rectory and along the curbs. Cars already parked belong to employees. There is no parking to pick up children in these areas.

Again, you may park in the lot behind the Padre and enter the building to escort your children out. **The Padre Lot is not to be used as a drop-off or pick-up area. Please remember, these rules are for the safety of the students. Please, no cell phones while driving in the car line.**



