



St. Margaret Mary Elementary School Drop-Off and Pick-Up Procedures

Parents/guardians of preschoolers and 4K students can enter and exit the school with their children at 7:45 a.m. or drop off in the gym beginning the 7:15 a.m. for the morning walk. Preschool and 4K teachers will dismiss students to their parents/guardians at 11:00 a.m. through the main entrance on Division Street. Full day 4K students will dismiss at 3:00 through the gym with the rest of the school. The teacher needs written notification if another person will be picking up the child after school.

Parents/guardians drop off students in grades K-5 at the gym entrance on Division Street. (DROP OFF ONLY – NO PARKING ON DIVISION ST.) Students are supervised in the gym beginning at 7:15 a.m.

Make sure the school is on the passenger side of your car and have your children exit the car from the passenger side only. For your child's safety do not drop your children on the south side of Division Street. If parents/guardians are going into school for more than a few minutes (or to accompany early childhood students) they should use the school parking lot or park on Washington Street.

Parents/guardians pick up students at the gym entrance on Division Street beginning at 3:00 p.m. Each car will need a florescent green sign with the family name on it in large black letters. Extra signs are available in the school office.