



2021-22 Carpool Procedures rev. 9/2/21

St. Martin's continues to offer carpool drop-off and pick-up procedures to decrease the group size entering or exiting the building at one time and to allow for students and adults to maintain social distancing.

- K – 8 Arrival: 8:15 – 8:25 am
- K – 8 Dismissal: 3:30 pm
- Students arriving after 8:25 am will need to sign in through the main school office.

- Preschool Arrival: 8:35 – 8:45 am
- Preschool Dismissal: 11:45 am or 3:00 pm
- Students arriving after 8:45 am will need to sign in through the main school office.

Arrival Procedures

Vehicles will enter via Tewkesbury Lane and form two lines beginning at the flagpole. When a faculty member signals, vehicles will merge into a single-file line and proceed to the stop sign in front of the Middle School.

After signal from a faculty member, Middle School students will unload. Other vehicles will continue to the rear lot and unload Lower School students and Preschool siblings. Beginning at 8:35 am, vehicles containing only preschool students will proceed in a single-file line along the driveway to the second stop sign and await faculty signal.

Middle School (only) Student Vehicles

When the faculty member signals, Middle School students (grades 5 – 8) will exit their vehicle and enter the building through the Middle School entrance. Vehicles turn left to exit the school onto Benfield Road in a single-file line.

Lower School and Mixed Grade Student Vehicles

When the faculty member signals, Middle School students (grades 5 – 8) will exit the vehicle and enter through the Middle School entrance. Vehicles will remain in the order they arrived and proceed in a single-file line around the building to the back to drop-off K-4 students at the second awning and Lower School entrance. Preschool siblings will exit the vehicle with their sibling and enter Parish Hall with a faculty member. Faculty members will supervise the students exiting vehicles and entering the building. Vehicles continue around the blacktop and exit onto Benfield Road.

Preschool (only) Students

When the faculty member signals, vehicles will remain in order and proceed to the rear parking lot in a single-file line. Students will exit to a faculty member in front of the first awning and proceed to the classroom. Vehicles will continue around the blacktop and exit onto Benfield Road.

Bicycle Riders and Walkers

Bicycle riders and walkers with a completed permission form will enter via the Benfield Road entrance and proceed to the sidewalk in front of the main church entrance. Middle School walkers will follow the sidewalk to the Middle School entrance. Lower and Preschool students, as well as bicycle riders, will proceed around the right side of the church to the bicycle rack, Lower School and Preschool entrances.

Dismissal Procedures

Carpool name signs must be visible in the front windshield when entering driveway until the student is in the vehicle. Vehicles will enter via Tewkesbury Lane and remain in a single-file line following the instructions below.

Preschool Dismissal

Vehicles will enter via Tewkesbury Lane and remain in a single-file line around to the rear of the building and stop at the corner. Vehicles will remain in the order they arrived and await a faculty member signal to proceed. Vehicles will pull up to designated

spots where faculty members will assist children into their vehicle. Vehicles will pull around to the playground side of the blacktop for buckling seatbelts. Vehicles will continue around the blacktop and exit directly onto Benfield Road. Vehicles may not exit via Tewkesbury Lane.

K-8 Dismissal

Vehicles will enter via Tewkesbury Lane and form two lines, with Middle School-only vehicles in the left lane, and all other vehicles in the right lane. The left lane will stop at the fire hydrant on the circle and the right lane will proceed to the back corner of the school building. A faculty member will signal vehicles to move forward for student dismissal. Vehicles must remain in the order they arrived throughout the dismissal process. Vehicles containing only Middle School students may exit left toward Benfield Road.

Middle School students will enter vehicles from the circle outside Heck Hall. Any vehicle picking up students in Preschool or Lower School will remain in the line on the right and continue around the building as the line moves and collect students around the blacktop at teacher stations. Lower School students will enter vehicles where a teacher is present. Vehicles will pull around to the playground side of the blacktop for buckling seatbelts. Vehicles will continue around blacktop directly to Benfield Road exit.

Bicycle Riders and Walkers

Middle School bicycle riders with a completed permission form and Lower School bicycle riders accompanied by a parent will be dismissed at 3:25 pm. They must exit via Benfield Road or the driveway to Tewkesbury Lane. They may not exit using the gate on the athletic field.

*Students remaining at school 15 minutes after scheduled dismissal time will be assessed a late fee.