

2020 –2021 Carpool Procedures

Due to COVID-19 modifications, St. Martin's will alter carpool drop-off and pick-up procedures to decrease the group size entering or exiting the building at one time, and allow for students and adults to maintain social distancing.

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

- Preschool and PreK Arrival: 8:35 – 8:50 am
- Preschool and PreK Dismissal: 11:45 or 3:00 pm
- Students arriving after 8:50am will need to sign-in through the main school office.

Arrival Procedures

Cars will enter via Tewkesbury Lane and form a single file line closest to the school and stop at the church doors for temperature screening. After temperature screening, cars will move forward to the corner in front of the ramp to the main office door and stop until a faculty member signals the doors are open. Bikes will enter via the Benfield Road entrance and proceed to the temperature screen before moving to the bike racks in back.

Middle school only cars:

When the faculty member signals, middle school students (grades 5 – 8) will exit the car and enter the building through main office ramp (7th and 8th grade) or middle school ramp (5th and 6th grade). Cars turn left to exit the school onto Benfield Road in a single file line.

Middle school and/or lower school cars:

When the faculty member signals, middle school students (grades 5 – 8) will exit the car and enter through main office ramp (7th and 8th grade) or middle school ramp (5th and 6th grade). Cars 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 ramp. Faculty members will supervise the students exiting cars and entering the building. Cars continue around the blacktop and exit onto Benfield Road.

*Preschool siblings will exit the car at the first awning and enter parish hall with a staff member.

Preschool only cars:

When the faculty member signals, cars will remain in order and proceed to the back parking lot. Students will exit to a staff member in front of the first and second awning and proceed to the classroom. Cars will continue around the blacktop and exit onto Benfield Road.

Dismissal Procedures

Carpool numbers need to be visible in the front windshield when entering driveway. Cars will enter via Tewkesbury Lane and remain in a single file line.

Preschool Dismissal:

Cars will enter via Tewkesbury Lane and remain in a single file line around to the back of the building and stop at the corner. Cars will remain in the order they arrived and stop at the faculty members on duty. Faculty members will assist children into their car. Cars will pull around to the playground side of the blacktop for buckling up. Cars will continue around the blacktop and exit directly onto Benfield Road. Cars may not exit via Tewkesbury Lane.

K-8 Dismissal:

Cars will enter school property and form a single file line via Tewkesbury Lane and stop at the end of the front sidewalk. Cars must remain in the order they arrived throughout the dismissal process. Middle school only cars may exit before turning right to the rear of the school.

Middle school students will enter cars from the sidewalk outside the middle school. Lower school cars will remain in line and continue around the building as the line moves and collect students around the blacktop at teacher stations. Lower school students will only enter cars where a teacher is present. Cars will continue around off property directly to Benfield Road.

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

**** IMPORTANT ****

CARPOOL CHANGES FOR SCHOOL YEAR 2020-2021

