



Parking Lot Procedures

Parking lot patterns and usage have been established in the interest of safety. Reducing the chain of events that may lead to an accident or incident helps ensure student safety.

Parents or individuals who drop off or pickup students should be aware of the current procedures and practices being used in the parking area (see Appendix G). Signs have been posted to provide better clarification of the parking lot pattern for pickup and drop-off.

Your communication and observance of the parking lot guidelines will help ensure safe and organized use.

Drop-off and Pick-up Procedures

- The west entrance (off 202 St.) will be the normal entrance point for student drop-off and pickup. Should the west entrance be locked or closed for any reason, please enter through the eastern most gate on 32 Ave. The northwest gate (closest to the St. Joseph's Preschool entrance on 32 Ave.) will be the normal exit point. This gate has the "no entry" sign posted.
- Cars may park in the spaces located south of the gym in the morning and after school only. There is no parking along the west side of the gym (marked in yellow) as it is a pick up and drop off zone only. You may park on the far side adjacent to the playground though we ask that you back in to these spots so you have better visibility when pulling out.
- Students exiting from vehicles should avoid crossing the parking lot except at designated crosswalks.

School Play Area Procedures during School Hours

The back parking lot is reserved as a play area during the school day. If you need to enter the school grounds from one half hour after school begins until one half hour prior to school end, please use the northeast entrance at the front. This gate has the staff and commercial entrance signs posted. Please use the parking locations near the exit gates. The northwest gate still remains the normal exit point. Please do not park in the back parking lot in the morning if you may end up staying until morning recess.

Staff Parking and Commercial Vehicles

The staff parking area has been allocated to ensure our staff has sufficient locations available for their use. We ask that visitors and parents not use the approx. 14 parking spots immediately located as you enter the staff entrance. Please use the parking locations near the exit gate.

Fire Routes and Emergency Vehicles

The front curb area of the school is designated as a fire and emergency vehicle route. No stopping or parking is allowed in this area at any time.

Disregard for Parking Lot Guidelines

Members of the community of St. Catherine's School who disregard these guidelines will be held responsible for any damages and/or liability occurring. All PEC members and staff members have been directed to ensure the guidelines are maintained.



Reference:	Approved: St. Joseph's Parish Education Committee
	Date(s) Revised: