



Welcome to St. Peter Lutheran School! To ensure the safe arrival and dismissal of our students, some important information that is specific to student drop off and pick up is provided in this document.

St. Peter Lutheran School's mission is to assist parents in providing a Christ-centered education. Cooperation of home and school will help create a climate in which every student will grow in their faith through their constant exposure to God's Word. On behalf of the staff, I wish you a great year and look forward to seeing you and your child.

### **STUDENT DROP-OFF / PICK-UP PROCEDURES**

The following drop-off and pick-up procedures have been established in order to assure the safety of our students. Please be courteous to other drivers and vigilant in watching out for the safety of our students and respect and follow these procedures that have been laid out and communicated.

#### **School Hours**

The first day of school for 3K-8<sup>th</sup> grade is Wednesday, August 23. 5K through 8<sup>th</sup> grade students may be dropped off no earlier than 7:30 a.m., since we do not have supervisory coverage available until that time. 5K through 8<sup>th</sup> grade students who arrive at school between 7:30 through 7:45 a.m. will be supervised by school staff in the commons. Students will be dismissed to their classrooms at 7:45 a.m. School starts for 5K-8<sup>th</sup> grade students at 7:55 a.m., and dismissal is at 3:10 p.m.

#### **Traffic Pattern**

The driveway in front of the school entrance is one-way at all times. Please enter campus by using the north driveway. **The speed limit in our parking lot is 5 mph.**

#### **Drop Off**

Parents/guardians are asked to drop off students at the sidewalk only in the designated drop-off/pick-up areas that are in front of the main school entrance (Door #1) for 5K-8<sup>th</sup> grade families with students' last names beginning with A-L, or at the main church entrance (Door #19) for 5K-8<sup>th</sup> grade families with students' last names beginning with M-Z. The curb by the main school entrance is painted yellow to designate it as drop-off/pick-up area. There is also marking on the pavement. There is no parking in these areas. You must drop off your child at the sidewalk and then move on immediately to keep traffic flowing. **If you have to get out of your car, please park in the parking lot so as to not hold up the drop-off line.** You can also help keep the line moving by making sure your child is ready with all their stuff. If you need to park and walk over to the sidewalk or enter the school in the morning or the afternoon, you will need to park in a designated parking space.



### **Pick Up**

When picking up children in the afternoon using the drive-up method, you are asked to remain in your car in the designated drop-off/pick-up area along the sidewalk. Those picking up students from school need to use the orange visor signs. Our staff does not recognize every vehicle, and it can be difficult to see in the cars. Utilizing the signs will help school staff have children ready to get into the car which will keep the pick-up lines moving along. If you need replacement or additional orange visor signs, please contact Michelle Tellock at [michelle.tellock@922ministries.com](mailto:michelle.tellock@922ministries.com). Once you pick your child up, please move on immediately to keep traffic flowing. If your child is not in the designated waiting area, please make the loop and drive down the driveway a second time. Please do not park and leave a car unattended in a drop-off/pick-up area.

If you have parked your car in a legal parking spot, you may meet your child either in the designated waiting area, or if the weather is inclement, your child will be waiting for you in the commons. Those who park must do so in the proper area of the parking lot. Those picking up at the school entrance **must use the lower parking lot**, and those picking up at the church entrance **must use the upper lot**.

To also help ensure safety of everyone, there will be no crossing traffic at any area other than the designated crosswalks. School staff will be positioned in areas outside to help ensure adherence to our pick-up procedures.

All students will be dismissed at 3:10 p.m. **The afternoon bus needs to leave our parking lot by 3:15 p.m.** If someone other than a parent/guardian will be picking up your child, please send a note to the school indicating such. Any change in dismissal or early dismissal requires an email or a note with parent/guardian signature.

### **Bus Students**

Students who are riding the bus will wait on the sidewalk in front of the early childhood entrance (Entrance #3). If the weather is inclement, students will wait in the hallway near the early childhood classroom. The bus will pick up students from the sidewalk in front of the early childhood entrance area.

### **GENERAL PARKING AND SAFETY PROCEDURES**

**All pedestrians are asked to cross the driveway within the crosswalk only. Do not cross the driveway to the school parking lot near the school entrance, and do not cross the driveway near the turn into the church entrance line.**

Parking in the stalls in front of the Early Childhood entrance is for 3K/4K parents only. Those spaces are not available from 3:00-3:20 p.m. in order to allow the bus to pick up students at this location.

922 MINISTRIES



**ST. PETER**  
LUTHERAN SCHOOL

5K through 8<sup>th</sup> grade parents should park in the designated parking lots. All pedestrians are asked to cross the driveway within the crosswalk only.

If you have any questions, please do not hesitate to call me at 920-739-2009.

In Christ,

Justin Danell  
*Principal*