

*Nativity of Our Lord PREP*  
**Arrival and Dismissal Procedures**  
*2015-2016*

**Designated Stairways by Grade Level:**

**Stairway A : Rooms 103, 104B, 105, 202, 203, 204**

**Stairway B : Rooms 106, 109, 205, 206, 209**

**Stairway C : Rooms 108, 110, 211, 212, 213**

- Follow the designated stairway that is assigned to the **youngest** student in each family. Families will also be dismissed from the classroom of the **youngest** child (unless otherwise noted.)
- If families are carpooling, or if there is a change in dismissal, please ***call or email the Religious Education Office (215-672-5316)*** so all staff can be informed of where to dismiss these children from. Please also send a note with the student to give to his or her catechist.
- Anyone entering the building **after 6:00 PM** must enter **Stairway A**. Someone will be at the front desk to buzz you in. You will be required to carry a visitor pass and sign in and out if you will be in the building for any length of time.
- If your family is assigned to arrive or dismiss from **Stairway A**, please enter the property from Orchard Road and use the back parking lot. A volunteer will be available to let the children in via **Stairway A** from the **back lot during arrival and dismissal only**. Hopefully this will help to alleviate some of the back-up from Street Road and the front parking lot on Wednesday nights. If you are arriving or picking up after 6:00 PM and before 7:30 PM, please still use the main entrance in the front parking lot.
- PREP staff will be available at each stairway and in the hallways to greet and direct the students to their appropriate classrooms.

## Arrival

If your family is assigned to arrive or dismiss from **Stairway A**, please enter the property from Orchard Road and use the back parking lot. A volunteer will be available to let the children in via **Stairway A** from the back lot during arrival and dismissal only.

If your family is assigned to arrive or dismiss from **Stairway B** or **Stairway C**, please enter the parking lot using the Street Road entrance closest to Mearns Road (across from Burger King). If you are entering by way of Orchard Road, please travel around the back of the school and Church to the front parking lot. This will help keep traffic flowing in a consistent direction.

All students should be escorted to their assigned entrance by an adult. All students should enter through the door assigned to his or her classroom. PREP volunteers will be throughout the building to help supervise and direct students to the appropriate rooms.

Please be aware, especially during the winter months, that foot traffic will be heavy in the parking lot. It is imperative to use caution and patience while walking or driving.

## Dismissal

If your family is assigned to arrive or dismiss from **Stairway A**, please exit by way of Orchard Road, or travel around the back of the school and Church, and exit the parking lot using the Street Road Exit closest to York Road . If your family is assigned to arrive or dismiss from **Stairway B** or **Stairway C**, please exit the parking lots using the Street Road Exit closest to York Road.

**Please avoid the lane directly in front of the school while exiting, for the safety of all those being dismissed from the doorways.**

Dismissal will begin at 7:25 with closing prayer and the dismissal of older siblings to the classroom of the youngest child. Any student carpooling with another family will also be dismissed to the appropriate classroom at that time. Outside dismissal will follow at around 7:28 PM. Staff will be in the hallways to direct and monitor students. Students will be escorted to their assigned stairway by the catechists and aids and dismissed to the adult picking them up. Adults should wait quietly around the sidewalk area for the children to be dismissed by our staff.

Any students not picked up by **7:35** will be escorted to room 104. Please use **Stairway A** after that time.

**We are a team, and together we strive to make this a safe environment for your children to grow in their faith. Thank you for your patience, understanding, and support as we work towards this goal.**

**Remember, safety is our top priority!**

**Please contact the Religious Education Office with any concerns, questions, or dismissal changes.**

**215-672-5316 or [jboag@noolp.org](mailto:jboag@noolp.org) .**

**Thank you!**