

Our Lady of Good Counsel School
Car Pick Up Procedures

For the safety of all children, it is imperative that all parents picking up their children at car pick-up time (2:50) follow the “Car Pick Up” process.

A teacher is assigned to escort to the gym, those children that will be car pick up.

Parents are asked to enter and leave the premises by way of Knowles Avenue only. Please pull up to the front of the traffic lanes and exit your car.

For security reasons, the gym doors will not be opened until the teacher or principal is prepared to dismiss the children. Please do not try to summon someone to open the doors prior to this time.

At that time, parents/guardians will be asked to come into the gym and escort their children out of the building. Children will not be called or dismissed from the front office area.

Please do not utilize this time to have extended conversations with the teachers or other parents during the dismissal process. This will slow down the dismissal process and will not allow traffic to promptly exit the premises.

No cars are to be parked in the “No Weekday Parking” lanes, the Faculty/Staff parking lot (located in front of the rectory) or the lot by the Church, for the purpose of car pick.

Under no circumstances will children be allowed to exit the building without a parent.

Reminder: Unless your child has been designated as a daily car pick in the beginning of the school year, please send a note to the teacher on the day of the car pick up in order to inform them of the change in dismissal process. If a note is sent, an additional call to the office is not necessary. If you determine during the school day that you need car pick up, please call the school office no later than 2:30 pm. Your child will be notified by way of their name being called as part of the end of the day school announcements.

Once again it is imperative that the procedure is followed. We depend on everyone’s courtesy and cooperation in order to ensure a safe and smooth dismissal.