

Nativity of Our Lord PREP
Arrival and Dismissal Procedures
2020-2021

Designated Doorways by Level & Dismissal A or B:

Level 1-Doorway A: ROOMS 202 (B), 203 (A)

Level 2 & K- Doorway B: ROOMS 204 (A), 205 (B), 106 (A)

Level 3- Doorway C: ROOMS 206 (A), 208 (B), 209 (B)

Level 4- Church Breezeway: ROOMS: 210 (A), 211 (B)

Level 5- Doorway MMC: ROOMS 103 (B), 105 (A)

Level 6- Doorway D: ROOMS 215 (A), 217 (B)

Level 7- Doorway E: ROOMS 115 (A), 117 (B)

- All children will gather in the Church upon arrival at 6:00PM. Families will be dismissed from the classroom of the **youngest** child (unless otherwise noted.) Older siblings will meet at the classroom of the youngest child during Indoor Dismissal.
- If families are carpooling, or if there is a change in dismissal, please ***call or email the Religious Education Office (215-672-5316 or lbigony@noolp.org)*** so all staff can be informed as to where to dismiss these children. Please also send a note with the student to give to his or her Catechist.
- Anyone entering the school building **once the children have begun class**, must enter at **Doorway A**. Someone will be at the front desk to buzz you in. You will be required to show identification, carry a visitor pass, and sign in and out if you will be in the building for any length of time.
- Upon arrival, PREP staff will be available in the Church to greet and direct the students to the pews where their class is seated.
- **Please follow the flow of traffic map provided in order to keep traffic flowing in one direction for arrival and dismissal of PREP.**

Arrival

At arrival, all students should join their class after being brought to the Church by a parent/guardian. After prayer service, students will be escorted to their classroom by the Catechist/assistant.

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

Please follow the flow of traffic map provided in order to keep traffic flowing in one direction for arrival and dismissal of PREP.

Dismissal will begin at 7:05 PM with closing prayer and the dismissal of older siblings (Indoor Dismissal) to the classroom of the youngest child. Any student carpooling with another family or the child of a faculty member will also be dismissed to the appropriate classroom at that time. *Dismissal A* will begin at around 7:15 PM. Staff will be in the hallways to direct and monitor students. Students will be escorted to their assigned doorway by the Catechist/assistant, and dismissed to the adult picking them up. *Dismissal B* will follow at 7:25PM. Adults must park, and proceed to the designated door area for the children to be dismissed by our staff. Please wait quietly and patiently.

PLEASE NOTE: NO CHILD(REN) SHOULD BE CROSSING THE PARKING LOT UNLESS ACCOMPANIED BY A RESPONSIBLE ADULT. CHILDREN MUST NOT BE SUMMONED ACROSS THE PARKING LOT AT DISMISSAL TO MEET A PARENT/GUARDIAN. THIS IS A DANGEROUS PRACTICE AND WILL BE MONITORED!

Any students not picked up by **7:35** will be escorted to the MMC. Please use **Doorway C** 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 lbigony@noolp.org .

Thank you!