



Saint Raphael
Parish School of Religion

Safety Procedures
for the School Year 2016—2017

For the safety of all our children and teachers: The doors to the school are secured and locked following Prayer & Announcements. Parent hall monitors patrol the school hallways. Nine security cameras monitor all students and visitors in the parking lot, playground, Good Shepherd Square and all hallways and entrances! Tinted security glass windows have been installed on all school entrance doors and classroom windows.

Arrival

- ◆ Traffic into the property is **ONE WAY**, entering from Dover Center Road.
- ◆ **No Parking areas:** the Parish Activity Center entrance, the South Driveway along the school and the Parish Office parking lot. *Please do not drop off here—or have your child meet you in these places!*
- ◆ Drivers are reminded to DRIVE SLOWLY upon entering the Main Parking Lot!
- ◆ The first entrance (at the crosswalk) to the parking lot will be blocked by barricades to prevent cars from entering the lot on the crosswalk.
- ◆ Enter through the Main Entrance, into Good Shepherd Square and to the school hallways.
- ◆ **Children in Grades 1-4:** must be escorted into the building by a parent or older sibling.
 - **If a parent is bringing them in**, please drive in the left lane along the rectory and enter the parking lot from the far opening (near Douglas Rd.). Park your car in the CENTER AREA of the parking lot.
 - **If a sibling is walking them in**, drive in the right lane and drop-off is on the SIDEWALK*
 - * Students should walk closest to the landscaping, away from the curb.
 - All children in grades 1-4 must be escorted to their CLASSROOM DOOR each week.
- ◆ Students are asked to be **seated in their classrooms by 4:10 or 6:25 p.m.** The first bell rings at this time. **The opening bell, PRAYER and ANNOUNCEMENTS take place at 4:15 and 6:30 p.m.**
Religion class is 75 minutes, not 60 or 65 minutes.

Late Arrivals

- ◆ We understand that often times late arrivals are not the child's fault. Children arriving late disrupt the lesson and often cause the teacher to repeat what has already been covered.
- ◆ Parents and students arriving anytime from 4:15 or 6:30 p.m. onward, must wait in the Lunchroom until Opening Prayer and Announcements are completed. They should then move to class as quickly as possible.
- ◆ Students already on their way to their room when announcements begin will be asked to move to their room as quickly and quietly as possible.

Walkers and Bike Riders

- ◆ We must have advance notification in writing if you are allowing your child to walk or ride their bike to Saint Raphael.
- ◆ The bike rack is located on Dover Center Road near the Blessed Virgin shrine (Mary statue).
- ◆ **ALL bike riders must walk their bikes on to the property** and park their bikes in the bike rack and enter the Dover Center Dispensary entrance—*bike rack sidewalk*). No bikes should be left at the main entrance doors. (Main Parking Lot by Good Shepherd Square).
- ◆ **Dover Center Road walkers** enter the Dover Center doors (*via the bike rack sidewalk*).
- ◆ **Douglas Road walkers** walk on the parking lot sidewalk & enter the Main Good Shepherd Square entrance.

Dismissal

- ◆ Traffic into the property is **ONE WAY** entering from Dover Center Road.
- ◆ If you are parking and walking in to pick up a 1st through 4th grader, drive in the outside left lane to the end of the sidewalk and enter the parking lot from the far end. Park in the middle of the lot.
- ◆ **1st—4th graders must be picked up at their classroom door.** Pick up 4th graders first, end at 1st grade rooms. If you are only picking up 5th through 8th graders, pull to the far end of the sidewalk (use the inside right lane of the driveway) and wait for your child. **PLEASE PULL ALL THE WAY UP!** Upon dismissal, the children will exit to the crosswalk and walk on the sidewalk to your car.
- ◆ **ALL CARS MUST EXIT ONTO DOUGLAS ROAD.** Please drive slowly and be courteous to other families.

PLEASE REVIEW THESE SAFETY PROCEDURES WITH YOUR CHILD / CHILDREN.

Thank You!