

St. Lawrence School Building
Check-in/Arrival/Dismissal Procedures

Locking Front Doors: The front doors will be opened 15 min. before classes begin and will remain opened until 5 min. after the start of classes.

Catechists Sign-in: When you arrive, you should first check the white board located in the school lobby to see if your catechist has arrived.

Drop-off: Gr. 2 through 5 students should be accompanied by an adult into the gym lobby where they are to meet their catechist. Parents are not to bring the child(ren) up to their classroom(s). Parents should not drop off their children in the parking lot. Gr. 6, 7, & 8 students can arrive independently, check the catechist sign-in board to check catechist's arrival, and then proceed to their classroom. If the student arrives before the catechist, they should stay with the coordinator.

Late Arrivals: A monitor/buzzer system has been installed in the Office of Faith Formation. If anyone arrives late, they may ring the bell located on the left of the doors and we can buzz them in. **Students who arrive late are to report to the office to receive a pass to class.**

At Dismissal: Catechists for Gr. 2 – 5 are to walk down to the lobby with their students. Please wait until students have been picked up by their parents. If a student's parent is late, bring the student to the Faith Formation Office.