




Dear St. Mary's Preschool Families,


This letter is to inform you of procedures for pick up and parking for the **2009-2010** school year.

1. Pick up will be on **Randolph Street** for all **Pre-K M-F classes at 1:00 pm dismissal**. We encourage you to use the designated preschool drop off/pick up parking spots (located directly east of the grade school playground) or you can wait with your vehicle on Randolph Street. Randolph Street is considered **a no parking zone**. Please do not leave your vehicle unattended. We will walk the children through the grade school playground.
2. Pick up will be on **State Street** for **Pre-K MWF & T/TH am classes at 11:15 am dismissal**. You may wait with your vehicle on State Street, park in the rectory lot across the street in visitor parking, or in any designated parking on the street. State Street is considered a **no parking zone**. Please do not leave your vehicle unattended. We will walk the children down the sidewalk between the Grade School and Church.
3. **PM dismissal** we ask that families use the designated preschool drop off/pick up parking spots, visitor parking, or find designated parking on the street and come into the building to pick up your child.
4. Please **do not park** in the spots that are numbered and next to the football field fence; they are for Catholic Central High School Staff. Please respect these spots for the designated personnel that need to use them.



5.  Handicap parking is for persons with handicap signs on their vehicle only. All other vehicles will be ticketed.



6.  Parking in front of either access gates whether they are open or not is a parking violation. The car will be towed at the owner's expense.
7. When the gates are open the parking lot is a multi purpose area. It is used as a playground, practice area for preschool, grade school and high school student activities. Please report to our staff any driver that is coming or leaving the parking lot at a high rate of speed, or any other inappropriate behavior. They will be reported to the school administration or police.
8. St. Mary's PM Extended Care will have a marked area with a flagged rope to designate the blacktop play area. There are to be no vehicles in this area.
9. There are designated parking signs for preschool drop off/pick up. If you are planning to stay and volunteer in your child's class please use the visitors or preschool staff parking spots only.
10. Please remember to be cautious and courteous when pulling into or out of the parking lot. **CHILDREN MAY BE PRESENT.**

THANK YOU FOR YOUR COOPERATION IN HELPING MAKE THIS A SAFE ENVIRONMENT AND CONVENIENCE FOR OUR FAMILIES! Please contact me at 763-1501 Ext. 252 or jbirkholz@stmb.org if you have any questions or concerns.

Sincerely,
Joan Birkholz, Director