



## Upper Campus Drop-Off & Pick-Up Process

### All Cars

- Please do not block the entrance to the teacher's parking lot or Four Mile.
- If you arrive and the car loop is backed up to that entrance, please pull into the teacher lot, forming a second loop (as pictured in black). Please wait for the first loop to pull ahead.
- Please form two rows outside the main school entrance.
- The line closest to the sidewalk (the yellow line) will exit the St. Jude property at Assumption.
- The second line (the red line) will exit the St. Jude property at Four Mile.

### Drop Off (7:55 - 8:10 AM)

- Drop off students at the main school entrance (Door 1).
- Doors open at 7:55 AM. The drop off window for 3rd-8th grade is 7:55 AM - 8:10 AM.
- Students arriving after 8:10 AM must check in at the school office (Door 1).

### Pick Up (3:20 PM)

- All students will exit through the main school entrance at 3:20 PM. Students riding the shuttle will walk together with a designated teacher to the bus stop in front of St. Jude church.
- Once the entire first loop is loaded, cars will be waved on to exit via their respective routes. The next loop will follow, filling in the open lanes. Once the second loop is stopped students will be allowed to load cars.
- Please watch for the bus and other cars arriving as you exit the parking lot.
- See the map for the dismissal car loop process.

