

Dear St. Paul Parents,

St. Paul Lutheran School is conveniently located in the heart of Fort Worth. We are near the crossroads of Summit/8th Avenue, I-30, Forest Park, and the Chisholm Trail. That is great, except for when we all try to arrive or depart campus at the same time. In an effort to provide the safest arrival and dismissal procedure possible and be good neighbors to our adjacent businesses and residents, we have created a drop-off and pick-up procedure. Your family has been assigned to a specific area for drop-off and pick-up. Please read the section that pertains to your family.

Please understand that the first 5 days of school is always kind of tedious and your patience is appreciated. After a few days of car line, the line goes much more smoothly. Our staff is prepared to stay with your child at the drop-off zones for as long as it takes to get every car through the line. We anticipate completing the dismissal process by 3:50pm. No matter how long it takes, we will be taking our time for the children's safety.

Things to Remember:

Be patient. Drive slowly. Pay attention. Cell phone use is prohibited. Follow the directions of our staff.

I am looking forward to a safe and successful school year.

Sincerely,
Scott Browning

What time does school begin and what time do doors open?

7:00 am Before-School Care opens. There is a charge for this service. Students enter through the art-room door on the side of the hill.

7:55 am The building opens for students

8:00 am Classroom doors open to welcome the children

8:15 am Classes begin

Common Questions and Answers for Both Levels A and B

Question: *What time does school end and what time do students exit the building?*

Answer: Students will leave their classroom at 3:30pm when the bell rings. It will take a few minutes for a student to walk from their classroom to the dismissal area.

Question: *What if I, as a parent, want to park my car in the lot and walk to the building to get my child?*

Answer: While not against the rules, this practice is highly discouraged. This puts more children and adult pedestrians in the parking lots and creates a much slower overall pick-up procedure.

Question: *What if I am the parent of a student on level B, and I wish to park and walk into the building to drop off my child in the morning?*

Answer: There will be absolutely NO parking on the hill drive. Parents who wish to bring their child in this manner will park in the main lot in the upper parking lot, enter through the main doors, walk through the welcome center and down to the hill driveway drop-off zone.

Drop-Off Procedures for Level A families:

The Drop-off procedure is the same as last year. Drop your children off at the top of campus (east side) at the main school entrance. Please pull as far ahead as possible to allow more cars access. Students may NOT be left unattended in front of campus. Children must be supervised by their parent or guardian in their vehicle until the school doors are opened. The doors will open at 7:55 am. Please watch for the staff members directing traffic.

Pick-Up Procedure, Level A Families

Students from Families assigned to Level A will be dismissed from the main entrance in the upper parking lot (east side). Please enter the parking lots through the first driveway at the top of the hill, which is the commercial lot. Drive through the commercial parking lot and you will be directed to join one of the three lines that have formed in our parking lot. Cars will form three rows and will be directed to the pick-up circle a few cars at a time. Please follow the directions of the staff. Note: This is the same procedure as last year.

Drop-off Procedures for Level B Families

The Drop-off Procedure is the same as last school year. Doors will open at 7:55 am. Students may be dropped off at the doors on the hill. To get there, cars must enter from the west side of campus, driving up the hill and unloading their children near the glass doors. Please be sure to pull ahead as far as possible to let more cars up the hill.

Important: Do NOT block any part of the access road (West Freeway) or 11th street. If it is not possible to get up the hill due to traffic being backed-up, please go around the block and line up on Wenneca (see map). Lining up on Wenneca will allow you to be safely out of the way of other cars and water department vehicles trying to get to work. Lining up on Wenneca will put you in a great position to easily access the hill driveway.

The safest ways to access the west side of campus is to enter from the Forest Park/West Peter Smith intersection. It will take you through quiet city blocks, past our athletic field, and line you up on Wenneca for easy access to our hill driveway.

At no time are parents allowed to park on the hill and walk their child into the building. If you wish to do that, you must use the main school entrance in the upper parking lot. **The hill driveway is a loading/unloading zone only.**

Students may NOT be left unattended on the sidewalk. Children must be supervised by their parent or guardian in their vehicles until the school doors are opened. The doors will open at 7:55 am.

Pick-Up Procedures for Level B Families

Level B families will pick up children the same way as drop-off, which is on the hill drive. All students in all grades dismiss at the same time, which is 3:30pm. Therefore, there will be some cars on the hill and those waiting will wait on Wenneca. Please see notes (above) about where to line up and how best to enter the west side of campus. Your safety is important to us. Be very careful and safe at intersection near the bottom of our hill.

If you are still unsure how this all works, please visit with us on Monday at Back-to-School Night. We will show you how arrival and dismissal works.