



St. Helen Catholic School

2025 20th Avenue, Vero Beach, Florida 32960

Drop Off & Pick Up Procedures Parent Commitment Form

Please know that we take your child's safety and the safety of our faculty and staff seriously. As such, we ask your cooperation and understanding in adhering to the following safety requirements.

Visitors: All visitors to the school must be buzzed in at the main gate. When on-campus visitors are prohibited from allowing outside individuals onto the school campus by opening outside doors or allowing visitors on campus without ringing into the office.

Parking: When visiting the school to volunteer, pick up your child early, or drop them off late parents may use the roadway on 20th Avenue to park as spaces are available. Parents may also use the southeast parking lot as spaces are available.

Dismissal Time: Dismissal is at 3:15 p.m. Students will NOT be dismissed from the main office after 2:45 p.m. Parents are NOT permitted to pick up any students via the school office after 2:45 p.m. Please schedule appointments accordingly.

During Drop Off & Pick Up

Drop off and pick up procedures are NOT voluntary. They are required as a part of your Parent Cooperation to create a safe, organized environment. These procedures were designed to ensure a safe and orderly environment that benefits all and can be well managed by school personnel.

Student may be dropped off in the morning starting at 7:15 a.m., for those needing early drop off due to work schedules. Students will exit their vehicles and enter the parish center through the open double doors (see traffic flow map attached).

Dismissal begins at 3:15 p.m. **DO NOT enter the pick-up line before 2:45 p.m. (or 11:30 a.m. on noon dismissal days).** Please be advised that the School Resource Officer will be enforcing this policy, and early arrivals will be asked to move and/or be ticketed.

*****IMPORTANT** Cars **MUST** have a blue car-tag hanging from the rearview mirror with your family number and last name until your student(s) gets into your vehicle. This is required for anyone picking up students. Two pre-filled car-tags and one blank car-tag will be provided to each family. The blank car-tag should be used for carpool or for other individuals authorized for pick up.

All cars must display the "blue car name tags" on their rear-view mirror upon entering the lot for both drop off and pick up. For safety reasons, do not share your name tag with anyone that is not listed on your family emergency card.

If someone other than a party on the emergency card needs to pick up your child, you must notify the office in advance so they can be put on an approved list for that day. If you need another

“blue car name tag” for another driver that will come to pick up your children *on a regular basis*, please let us know.

- **NO CELL PHONE USE.** Drivers are not to be on a cell phone in any parking lot at school.
- Students, parents, and staff are **prohibited from unloading items** (backpacks) from the trunk or back of vehicles during drop-off and pick-up.
- Enter the main parking lot from Tallahassee Ave to Vero Beach Ave ONLY. DO NOT enter Vero Beach Ave from Route 60 or Victory Blvd.
- Exit the main parking lot on the north side with a **RIGHT TURN ONLY** onto Vero Beach Ave and preferably a right turn onto Victory Blvd.
- During drop off the traffic flows in one lane along Tallahassee Avenue and not two one way, please stay in the correct lane (see traffic map). The stop sign at Tallahassee and Vero Beach will be enforced.
- During pick up, vehicles should line up in two lanes along Tallahassee (see traffic map).
- The field will be opened if extra queuing is needed.
- Cars in the drop off/pick up area should put the car in “park” so as not to accidentally move forward and hit a child, staff member, or another car.
- Children should be dropped off and picked up in the marked zone only.
- Students in grades 3rd – 8th grade use the left lane. The older children have more experience in crossing the street and will hopefully be more watchful when crossing the inside lane. Students in grades PreK-2nd or families with young siblings should use the right lane only.
- DO NOT park on Tallahassee Ave, Vero Beach Ave, or Victory Blvd to walk your children into the school building or to pick your children up.
- DO NOT drop your children off on Vero Beach Ave, Tallahassee Ave, or Victory Blvd to avoid the line. Children must be dropped off directly in front of the school building.
- DO NOT park in or pass through the Parish Office parking lot.
- DO NOT drop off in the back-parking lot. Families/students will not be “buzzed” in from the back-parking lot.
- Please be patient as children get in and out of cars, and parents buckle children into car seats.

Late Arrivals:

If you arrive to school after 7:45 a.m. you must park, walk your child to the school office, and sign them in. No child will be accepted by the school office if they are not accompanied by an adult.

Please refer to the [Parent Handbook](#) for additional details regarding safety and security of our campus.

A FEW MINUTES IN LINE IS WORTH YOUR CHILD’S LIFE, HEALTH AND WELL-BEING.

Please be a role model for your child(ren). Parking lots often challenge our Christianity, but do your best to be the Christian we are called to be even when it is difficult.