

4K/5K MORNING DROP-OFF DOOR DUTY SCHEDULE

Contact Person: Catherine Troncone – 414-940-6700 – Catherine.Linn.2@gmail.com

WEEK OF:	1st FAMILY (Child's Last Name) 4K	2nd FAMILY (Child's Last Name) 5K
September 8 th – 12 th	Murray	McCabe
September 15 th – 19 th	Sekhon	Troncone
September 22 nd – 26 th	Potter	Knall
September 29 th – October 3 rd	McGlone	Darnieder
October 6 th – 10 th	Brunow	Lichter
October 13 th – 17 th	Cameron	McLane
October 20 st – 24 rd	Cialdini	Metscher
October 27 th – October 31 st	Griffith	Molling
November 3 rd – 7 th	Kraussel	Parker
November 10 th – 14 th	McCunniff	Pasternak
November 17 th – 21 st	Brahm	Platten
November 24 th – 28 th	Namin	Prinsen
December 1 st – 5 th	Olszewski	Reardon
December 8 th – 12 th	Osborne	Brahm
December 15 th – 19 th	Osowski	Savignac
January 5 th – 9 th	Patterson	Troncone
January 12 th – 16 th	Popalisky	Uihlein
January 19 th – 23 rd	Ringsred	Vences
January 26 th – 30 th	Schueler	Zolper
February 2 nd – 6 th	Sirianni	Baritt
February 9 th – 13 th	Thiet	Breen
February 16 th – 20 th	Thome	Carnahan
February 23 rd – 27 th	Vallely	Casper
March 2 nd – 6 th	Vogg	Johnson
March 9 th – 13 th	Warmuth	Derby
March 16 th – 20 th	Zolkoske	Haas
March 23 rd – March 27 th	Ritter	Johnson
March 30 th – April 3 rd	Brunow	Knall
April 13 th – 17 th	Cameron	Lichter
April 20 th – 24 th	Cialdini	McCabe
April 27 th – May 1 st	Griffith	McLane
May 4 th – 8 th	Kraussel	Metscher
May 11 th – 15 th	McCunniff	Molling
May 18 th – 22 nd	Murray	Parker
May 25 th – 29 th	Namin	Pasternak
June 1 st – 5 th	Olszewski	Platten
June 8 th	No School 4K	Troncone

****By child's last name****

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Information for Parents for Drop-Off Door Duty

The success and safety of our kindergarten drop-off depends on the service of parents

1. During your assigned duty weeks, please arrive early enough to set up the traffic cones and put on your vest, **between 7:35 and 7:40.**
2. Assist children out of their cars to the Maryland Upper Entrance.
3. It is **YOUR** responsibility to secure a substitute if you are unable to fulfill your scheduled assignment. An email will be sent out early in the year with the Door Duty schedule listed above to all 4K and 5K families; you will be able to “reply all” to that email to find a sub.
4. Other children may not accompany parents on duty (St. Roberts students should come indoors. Please make alternative arrangements for younger siblings).
5. You must be **safeguarded** through the Archdiocese for door duty. If you have not completed **safeguarding** by the time of your assigned week(s), please find a sub

Information for Families Dropping off 4K and 5K Students

Please follow these simple instructions to keep arrival efficient and safe

1. **Monday, September 8th**, we will begin our 4K/5K morning drop-off on Maryland Ave. **All Kindergarten children should be dropped off between 7:45-7:55. The school day begins at 8am with prayer, morning meeting, so it is best to arrive in the earlier section of that time window.** A parent will assist children from their cars to the Maryland Upper Entrance. A teacher’s aide will receive them at the door. Children will proceed directly to their classroom upon entrance.
2. **Arrive between 7:45 and 7:55.** The drop-off area will be designated by orange cones.
 - a. Follow the hand signals of the parents.
 - b. Pull forward to the northernmost point in the line before stopping your car.
 - c. **Please do NOT park or get out of your car in the drop-off zone.**
 - d. If you need to spend extra time with your child at drop-off or if you would like to walk them to the door, please park north of the NO PARKING sign and designated drop off area.
 - e. Please pull out of the drop-off zone **slowly** to ensure a safe arrival for students.
3. **If you arrive after 8:00, please park and ring the bell for entrance.**
4. Older siblings dropped off at this location will be directed to walk around the outside of the building to their designated entry on the east or south side of the building.