

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

Contact Person: Jessica Ringsred, jringsred@alumni.nd.edu

WEEK OF:	1st FAMILY (Child's Last Name) 4K	2nd FAMILY (Child's Last Name) 5K
September 8 th – 11 th	Kugler	Brahm
September 14 th – 18 th	Brunow	Cameron
September 21 st – 25 th	Will Breen	Cialdini
September 28 th – October 1 st	Darnieder	Deffenbaugh
October 5 th – October 9 th	Ahlgrim-Cook	Peczerski
October 12 th – 16 th	Alvarez Williams	Potter
October 19 th – 20 th	Crivello	Ringsred
October 26 th – 30 th	Brady	Schueler
November 3 rd – 6 th	Joseph/Matthew Breen	Sirianni
November 9 th – 13 th	Cross	Thome
November 16 th – 20 th	Felknor	Vogg
November 23 rd – 24 th	Keeling	Warmuth
November 30 th – December 4 th	LaChance	Zolkoske
December 7 th – 11 th	LaRosa	Fuller
December 14 th – 18 th	Meeder	Griffith
December 21 st – 22 nd	Mooney	McCunniff
January 5 th – 8 th	Nusser	Murray
January 11 th – 15 th	Pasternak	Namin
January 19 th – 22 nd	Patterson	Olszewski
January 25 th – 29 th	Popalisky	Osowski
February 1 st – 5 th	Prater	Brahm
February 8 th – 12 th	Reardon	Cameron
February 15 th – 19 th	Rosenberg	Cialdini
February 22 nd – 25 th	Sjoquist	Deffenbaugh
March 1 st – 4 th	Linn	Fuller
March 8 th – 12 th	Ahlgrim-Cook	Griffith
March 15 th – 18 th	Alvarez Williams	McCunniff
March 22 nd – 25 th	Brunow	Murray
April 5 th – 9 th	Will Breen	Namin
April 12 th – 16 th	Joseph/Matthew Breen	Olzewski
April 19 th – 23 rd	Brady	Osowski
April 26 th – 29 th	Brunow	Peczerski
May 3 rd – 7 th	Crivello	Potter
May 10 th – 14 th	Cross	Ringsred
May 17 th – 21 st	Felknor	Schueler
May 24 th – 28 th	Keeling	Sirianni
June 1 st – 4 th	Kugler	Thome

****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. **Tuesday, 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 part 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.

Safety Reminders

1. Parent volunteers only should open the doors—not students of any age
2. Move the cones North on Maryland if traffic appears to be congested
3. If you are driving through the car line and turning onto Maryland, please do not block the crosswalks for students
4. If you park on the west side of Maryland to walk your child to the door, please cross at the light to model safety for all of our students