

Dear MTC Parents and Guardians,

Our Safety Committee, in collaboration with Hillsborough County Police and the Office of Catholic Schools, is thrilled to introduce our new and safer morning drop-off/pick-up procedures and badge check in system for morning prayer. Our committee has done their homework by visiting and consulting with other schools using the dismissal app and has provided in-service training for our faculty and staff. Our new morning and afternoon carline procedures will begin February 10, 2020.

Morning Drop-Off Procedures

- Morning drop-off will be from 7:00 am – 7:45 am.
- Children dropped off before 7:30 am are to report to the cafeteria for supervision.
- From 7:00 – 7:45 am - There will be two drop-off lines.
 - Drop-off Line #1 – “Mother Teresa Carline.” This is our original carline and will be utilized by children in grades 3-8.
 - Drop-off Line #2 – “St. Timothy Carline.” This is our new carline located in front of the administration offices and will be utilized by children in kindergarten-2nd grade and their siblings.
- Faculty, staff, patrols and 8th grade buddies will be stationed at both carlines to assist your child with exiting your car. Our 8th grade buddies will be available for young children who would like to be escorted to their classroom. DO NOT EXIT your car. We will assist your child. If you would like to pull over to check your child's buckle or harness, please feel free to stop and use the circular driveway in front of the church. (see map)
- Additional Items to Note
 - School begins at 7:30 am. Homeroom time is from 7:30 – 7:45 am. This is an important time of the day for all children because this is the time we use for unpacking, writing in planners, sharpening pencils and preparing for the day. All children need this gift of time. Your child is at a great disadvantage if they do not have this time to prepare for the day.
 - Your child will be marked tardy if they are not in their classroom by 7:45 am.
 - Homeroom is over immediately following morning prayer and intermediate and middle school children begin to change classes.
 - Cell phones should not be used during carline.
 - If parents should need to drop off items in the office or have business at the school, the office will open at 7:45 a.m. Exceptions will be made for parents/guardians who have scheduled morning conferences with teachers.
 - Initially, we anticipate the carline to take a few extra minutes. As we go through this process, we will continue to tweak and perfect the system to assure a safe and orderly carline at MTC.

Morning Prayer

For parents/guardians/grandparents who wish to join us for morning prayer:

- Drop off your student in carline.
- Park your car in the grass parking lot and walk across the crosswalk located in front of the gym.
- Starting at 7:30 am, you will be greeted by Mrs. Gillies on the gym sidewalk. There, Mrs. Gillies will sign you in and give you a pass for morning prayer.
- If you attend morning prayer on a regular basis, we strongly urge you to obtain a special badge that will give you access to morning prayer without having to wait every morning for Mrs. Gillies to scan your license and print a pass. This special badge is good for one academic year. To obtain this special badge, please see Mrs. Gillies in the main office any day between 7:45 am and 2:30 p.m.
- Parents/guardians/grandparents will wait up by the gym until the 7:45 a.m. bell rings. Once all parents are in the courtyard area, prayer will begin.
- No one will be permitted to enter the gate for morning prayer unless they have a special badge or a morning prayer pass.

Afternoon Pick-Up Procedures

Mother Teresa Lot – Grades 3-8th

- This is the line that goes around the faculty parking lot. Cones will be numbered 1A, 1B, 1C, ...1H, 1I.
- Please have your QR code ready to be scanned. It is best to take a screenshot of it so that you can access it easily.
- Pull up to the cone and wait for your child to get in the car.
- When exiting the parking lot, go straight at the stop sign which will take you out to Lakeshore Drive. Do not turn right in front of the Early Childhood Center, you will run into traffic from the other carline. We will put up cones to remind you.
- Have a wonderful evening with your family.

St. Timothy's Lot – Grades Kindergarten – 2nd and their siblings

- Kindergarten will be dismissed at 3:00 with the rest of the school.
- Cars will fill the first 9 cones and then begin to fill up the lanes, beginning with lane 1. Cars in the Disney lot (Staging area, Cue, Cell Phone Lot) should park their car facing North (nose towards the gym).
- Rows will be dismissed in order. Please have your QR code ready to be scanned. Follow the directions of staff who will direct you how the line will flow.
- Once you have your child, please drive safely and have a wonderful evening.

Reminders for all parents:

- Drop off and pick up will be single file, do not pass. This will ensure safety as well as allow your student to be at the proper cone.
- You can share your QR code with whomever you designate. It is your responsibility to safeguard your code. You can print the code and share it with grandparents, or you may prefer a printed copy. If you have any challenges or concerns, please contact the front office.
- You will receive an e-mail from Vo'Sri with your QR code, directions on how to login to your account, and how to request a carpool. If you have any questions, please let us know.
- If your child forgets something, please park and enter the school once carline is done. Staff is busy during dismissal watching children.
- If your child is not ready, you will be directed to pull to our "waiting area". The Mother Teresa waiting area is at the top curve. The St. Tim's waiting area is the same area designated for Sports/Early dismissal.
- Early dismissal: if you need to pick your child up for an appointment, they need to be picked up by 2:30. Please park in the area designated in the St. Tim's lot (see map)
- Sports dismissal: sport teams will be dismissed at 2:45 from the side gate. Please park in the area designated in the St. Tim's lot (see map). Bring your QR code to the gate.
- Rainy day: You will receive a notice to park and come into the school to pick up your child. Stay in your car until it is safe to come in, we will hold the children in the classroom. Once it is safe, go to the classroom and the teachers will dismiss using the Vo'sri program.