

ST. LAURENCE CATHOLIC CHURCH  
RELIGIOUS EDUCATION  
AVE MARIA CENTER ('AMC')

**ARRIVAL AND DISMISSAL POLICIES**

THE SAFETY OF THE CHILDREN IS OUR FIRST CONCERN. THESE RULES WILL BE **STRICTLY ENFORCED!**

**Elementary CCE Arrival**

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**ALL traffic is encouraged to enter and exit the Ave Maria Center parking lot via Austin Parkway.** Traffic may enter through Sweetwater Blvd. except during the carpool times for Wednesday night EDGE. **Please note that as of 9/11/17, the Sweetwater Blvd. entrance/exit to the AMC is temporarily CLOSED due to road construction.** Colony Park Drive is an **EXIT** only and not an entrance to the AMC.

**IMPORTANT NOTE:**

There will be **NO parking lot drop-off for Elementary CCE.**

When arriving for CCE, ALL parents are expected to **park their vehicles in the lot and walk their child(ren) safely into the Guardian Angels Hall of the AMC (or directly to their classrooms for Kindergarten students on Wednesdays).**

**Parents must remain with their child(ren) until their catechist(s) arrives.**

The **building can only be entered through the main front door under the covered entrance.** For grades 1-5, once in the *Guardian Angels Hall*, your child will need to assemble in their designated line until the session begins. After our opening prayer time, your child's catechist will then lead the children to their classroom for their lessons.

**Elementary CCE Dismissal**

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At the end of each CCE session, you will need to **proceed to your child's classroom in the AMC for pick up. YOU WILL HAVE TO SIGN OUT your child from his/her classroom.** Therefore, after class **NO child(ren) will be allowed to meet their parent outside in the parking lot.** The catechists will not release a child except in the classroom to a parent, guardian, or another designated adult. Then, you can exit the AMC through the main **doors under the covered entrance. Note that all other doors are emergency exits with alarms which will sound. Any special circumstances regarding pick-up (such as carpool arrangements with other designated adults) need to be provided beforehand IN WRITING to either the Elementary staff or to your child's catechist.**

**Preschool CCE Arrival/Dismissal**

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ALL preschool parents (including parents of Kindergarten Wednesday option children) will **BOTH drop off and pick up their child in their assigned classroom in the AMC on Sunday mornings or Wednesday evenings for Kindergarten.** Children can only be released to their parents. Any exceptions must be communicated to the catechists in writing. Then, you can exit the AMC through the main **doors under the covered entrance. Note that all other doors are emergency exits with alarms which will sound at the AMC Reception desk.**