

**SAINT MARTIN DE PORRES SCHOOL**  
*2012 U.S. Department of Education Blue Ribbon School*

KATHLEEN A. LEAHY  
Principal



122 Cedar Valley Road  
Poughkeepsie, NY 12603  
(845) 452-4428

August 1, 2017

Dear Parents,

Attached is a map depicting our arrangements for parking, arrival, and dismissal. Please familiarize yourself with it.

**ARRIVAL: Buses and cars will come into the lot near the Nativity Center.** Students will disembark from buses at the front door. Car riders – parents will park in lot in front of the church and walk students to the sidewalk. Younger children should be escorted to the front door. All cars will enter the rectory via the entrance by the Nativity Center, and depart via the road between the Rectory and Nativity Center. Buses ONLY will depart from in front of the school. Please reserve all handicapped parking spots for those with that need only.

**DISMISSAL:**  
**K – 8** – Cars picking up students in Kindergarten through Grade 8 will enter via the lot behind the Nativity Center and in front of the church. Parents should enter the front doors and proceed to the hall outside of the gym doors. When a supervisory teacher arrives, he or she will open the gym doors and set up the sign out station. After this is done, the parents will proceed into the gym and sign out their children in grades K – 8. When your child is called and arrives to you, please exit via the cafeteria doors, enter your car and leave via Nativity/Rectory Road. Children are to stay with their parents and should be holding their parent's hand. No one should be running around outside in the parking lot. This is an extremely important safety issue, and everyone must cooperate to keep all of our children safe.

**Pre-Kindergarten** – All pre-kindergarten students will be dismissed via the side door facing Cedar Valley Road. Kindly park your car in the parking lot behind the school and come to the glass doors. At this station, you will sign your child out and one of our pre-kindergarten teachers will bring your child to you. Children are to stay with their parents and should be holding their parent's hand when they walk to their car. No one should be running around outside in the parking lot.

**Buses** – Buses will enter via the Nativity Center and park in front of the school. Two lanes will always be used and bus riders will exit the school from the front doors and go immediately to their bus.

For the first morning of school, Grades K through 8 will congregate between the school and the church. If it rains, students will gather in the gym. All pre-kindergarten students are to be walked to the front door. In the lobby all pre-kindergarten teachers will be there to greet your children and take them by hand into their classrooms.

Again, I remind you to please hold your younger child's hand in the parking lot and on the sidewalk. I am sure you will agree that the safety of your child and all of our wonderful children must come first. Thank you for your cooperation.

Sincerely,

*Kathleen A. Leahy*

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