



**CEDAR VALLEY**  
CATHOLIC SCHOOLS

## **Saint Edward Elementary School Hug-n-Go Parking Lot Procedure**

### **Arrival:**

- Students exit the curb side(passenger side) of the vehicle when in the Hug-n-Go lane.
- If you are choosing to walk your child in, please park in the parking lot. ALL parking spots noted in purple on the parking map are available for our families and visitors. This allows the flow of the Hug-n-Go lane to continue.
- Students who arrive late will need to use entrance two for arrival documentation.
- Visitors will not be allowed past the business office entry (entrance one) or the entrance two attendance table.
- We encourage all families to use the Hug-n-Go lane to help us keep the best distancing practices possible.

### **Dismissal: Hug-n-Go Lane**

- Each family will be given a Hug-n-Go number.
- Parents are to fasten the backpack tag to each child's backpack and hang a tag from their rearview mirror.
- We will communicate your Hug-n-Go number to a staff member in the building.
- Your child will be dismissed to your vehicle.
- Our goal is to keep our lane continually moving. As you pull in, continue to pull forward to the most forward slot.
- Students are to get in the car on the passenger side of the vehicle ONLY.
- All Hug-n-Go lane cars will be asked to exit the parking lot using the last entrance / exit area onto Mitchell Avenue or onto Kimball using the Kimball Avenue exit.
- Hug-n-Go cars will not be allowed to "line up" prior to dismissal. Please plan to arrive at 3:40 p.m. for dismissal.

### **Dismissal: Walk up**

Although we highly encourage you to use the Hug-n-Go lane, you may come in to pick your child up at the Center Lobby Door. Due to social distancing guidance we will ask families to wait in the designated "walk up" area in the parking lot. Additional considerations for walk up parents:

- You **MUST** park in the parking lot if you choose to walk up to pick up your child.
- We will have families wait in the designated area and call your numbers starting at 3:40 p.m.
- Please bring your number in with you when you come to the door

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**Cedar Valley Catholic Schools**

3231 West Ninth Street | Waterloo, IA 50702  
319.232.1422 | [www.cvcatholic.org](http://www.cvcatholic.org)

Blessed Sacrament Early Childhood Center

St. Edward Elementary School

Blessed Maria Assunta Pallotta Middle School

Columbus Catholic High School

Mission: To Provide an exceptional Catholic education to every student, built on the foundation of faith, discipline, knowledge and service.



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- Parents without a number will be asked to go to the main office to sign out their student.
- \*\*Please communicate all changes to dismissal plans with the office PRIOR to 3:00 pm

## Preschool Families

Please follow the guidelines below to ensure the safe drop off and pick up of your preschool student throughout the school year. Due to adjustments involving our return to learn planning limited access to the building will be granted to start the year. Please follow the arrival / dismissal routines to ensure the health and safety of our community.

### Arrival: Blessed Sacrament Early Childhood Center Hug-n-Go

- Cars should enter via the south Stephan Ave entrance.
- Cars should turn left towards the Sulentic Center and follow the “U” pattern of the parking lot to proceed to Preschool Entrance.
- Staff will help students out of their cars and escort them to the building.
- Parents will continue to the exit of the parking lot.
  - Daycare families may be in the parking lot so please proceed with caution.
- Staff will greet and help escort students to the classrooms.

### Arrival: Blessed Sacrament Early Childhood Center Parent Walk-Up

- Parents wishing to walk their child to the door should park in the parish parking lot.
- Parents may walk students to the preschool entrance where staff will greet your child and escort them into the building.
- Due to restricted access guidance parents will not be allowed to enter the facility with their child until further notice.
- For the health and safety of our community we ask all parents to maintain proper distancing and wear face coverings if they are walking their child to the preschool door entrance.

### Dismissal: Blessed Sacrament Early Childhood Center Hug-n-Go

- Cars should enter via the south Stephan Ave entrance.
- Cars should turn left towards the Sulentic Center and follow the “U” pattern of the parking lot to proceed to Preschool Entrance.
- Parents will use their car hanger to identify their student. A Blessed Sacrament staff member will call your number into the building for your child’s dismissal.
- Students will be escorted to the cars by Blessed Sacrament staff.
- Families can exit the parking lot using the Exit driveway.

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- Students going to daycare will be escorted directly to daycare from the preschool classroom.

### **Dismissal: Blessed Sacrament Early Childhood Center Parent Walk Up**

- Parents wishing to walk their child to the door should park in the parish parking lot.
- Parents may walk to the preschool entrance where staff will greet you and ask for your student identification hanger.
- Staff will call for your student and will support you getting your child safely.
- Due to restricted access guidance parents will not be allowed to enter the facility with their child until further notice.
- For the health and safety of our community we ask all parents to maintain proper distancing and wear face coverings if they are walking their child to the preschool door entrance.

### **Arrival / Dismissal Shuttle Transportation**

- Please see shuttle details on page 4

Please communicate all changes to dismissal plans with the office PRIOR to **3:00 pm**

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**Daycare Families**

When dropping off or picking up your child from the Cedar Valley Catholic childcare facilities we ask you to observe the following procedures to ensure the safety of all students and families.

**Drop off: Saint Edward Campus**

- Cars should enter the Saint Edward Campus via the driveway next to school on Mitchell Ave.
- Cars should park in designated daycare parking spots near Entrance three doors.
- Students need to be accompanied by an adult and should walk at all times.
- Parents can sign their child in at daycare and exit the parking area onto Mitchell Ave. by following the “U” pattern of the driveway.
- Please be aware of traffic as this is a multi-use parking area for daycare, church and school traffic.
- Daycare drop off at Saint Edward allowed between 6:30 a.m. and 8:20 a.m. No daycare drop off will be allowed after 8:20 a.m. Parents will need to park in the school parking lot to drop off students after 8:20 a.m. or students can move directly to their before school line up locations.

**Pick up: Saint Edward Campus**

- Cars should enter the Saint Edward Campus via the driveway next to the school on Mitchell Ave.
- Cars should park in a designated daycare parking spots
- Parents will need to check their child out of daycare and accompany them to the car.
- Parents can sign their child in at daycare and exit the parking area onto Mitchell Ave. by following the “U” pattern of the driveway.
- Daycare pick up will begin @ 4:00 p.m. No cars will be permitted in the entryway until 4:00 p.m. due to school dismissal routines.

**Drop off: Blessed Sacrament Early Childhood Center**

- Cars should enter via the south Stephan Ave entrance.
- Cars should park in a parking spot directly outside of the daycare facility.
- Students need to be accompanied by an adult and should walk at all times.
- Adults walk their student(s) to the center entrance and await staff support.
- Adults should exit the parking area via the north Stephan Ave exit.
- Please be aware of traffic as this is a multi-use parking area for daycare and church traffic.

**Pick up: Blessed Sacrament Early Childhood Center**

- Cars should enter via the south Stephan Ave entrance.
- Cars should park in a parking spot outside of the school facility.
- Students need to be picked up by an adult inside of the center and should walk at all times.
- Adults should exit the parking area via the 1st Stephan Ave exit.

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## **Waterloo Bus or CVCS Shuttle Riding Families**

### **Waterloo Bus:**

Communication will be provided to you via mail a week or two before school from the bus garage with your child's route number.

- When looking for your child's route, please do not look at the number on the side of the bus. Rather, there will be a paper number in the window. This is the route number you'll always use.
- Bus arrival times may vary, especially in the beginning of the school year.
- Your child can only be routed to home or a licensed daycare.
- If your child resides at more than one residence they can only be routed to one home.
- Kindergarten students will need to have an adult get them onto the bus and off of the bus. Please communicate upfront with the bus garage on who this adult will be.

### **CVCS Shuttle Route:**

- The Shuttle will pick up at Saint Edward New Life Center @ 7:55 a.m. for Blessed Sacrament.
- Parents using shuttle, but not the daycare must park in the lot and escort your child to the shuttle.
- The CVCS Shuttle will drop at Blessed Sacrament by 8:15 a.m. to unload PK 3 and PK 4 students.
- K-5 students from Blessed Sacrament Early Childhood Center will board the CVCS Shuttle by 8:20 a.m. for Saint Edward.
- PK 3 and PK 4 students will have the opportunity to ride the shuttle back to Saint Edward at 3:15 p.m.
- All PK3 and PK4 students will go to the New Life Center for pick up
- Parents picking up their child directly from the shuttle will need their student ID number to get their child.
- K-5 students can ride the shuttle to Cardinal Club or Blessed Sacrament Early Childhood Center after being picked up at Saint Edward @ 3:40 p.m. The shuttle will run from Saint Edward to Sacred Heart to Blessed Sacrament.

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