



ST. AUGUSTINE SCHOOL

381 N. HIGHLAND AVENUE

OSSINING, NEW YORK 10562

SR. MARY ELIZABETH DONOGHUE, O. P. PRINCIPAL

January 4, 2024

Dear St. Augustine Parents,

At St. Augustine School we dismiss over 400 students each day to *either* a bus or a car. Managing both the arrival and dismissal of our students each day, requires that we must follow a strict process to insure both the ***Safety and Security*** for everyone involved.

MORNING DROP OFF -- Front of the School

When dropping off children in the morning, please, CAUTIOUSLY pull up to the "Student Drop Off Sign" at the Main Entrance. Children should safely exit the *right side the car*, the sidewalk side, and if they need any assistance, ***you should pull into a parking space to do this***. Use the sidewalk to walk them to the school entrance being careful of the traffic.

AFTERNOON PICK UP -- Back of the School

Parents who are picking up their students must park in the back parking lot. ***PLEASE DO NOT PARK IN THE FIRE LANES*** on the side of the school.

Parents are to please ***get out of your car*** and walk over to the grassy area at the base of the hill.

If parents are not parked in the back lot, and visible while waiting for their child, at the bottom of the hill, ***we will not be able to release the student.***

GENERAL RULES FOR CONDUCT ON THE PROPERTY -- at Pick-Up

- Students are not allowed to climb in the trees or play on the rocks.
- Students are not to run through or play in the St. Monica Shrine.
- Students are not to wander through the parking lot unattended.

Please know this is an urgent plea for the safety of all our children.

Thank you for your cooperation.

Sr Mary Elizabeth Donoghue

Principal