



# Holy Trinity Catholic School

1945 Hawthorne Drive, Sudbury ON P3A 0C1 Phone: 705.470.5123 Fax: 705.470.5257

Principal: Laurie Zahra Vice-Principal: Tina Timpano

Administrative Assistants: Candace Broughton and Gabrielle Turgeon

Email: [holytrinity@sudburycatholicschools.ca](mailto:holytrinity@sudburycatholicschools.ca) Website: <http://holytrinity.sudburycatholicschools.ca>

September 2021

## \*\*\*Procedures for Morning Student Drop-offs and Afternoon Student Pick-Ups\*\*\*

Dear Parents and Guardians:

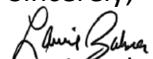
We invite all visitors to the school to use our “**Kiss and Drop Lane**”. The intent of this area is to allow parents to drive up along the side of the school and to not have to park but rather do a quick stop and allow your child/ren to disembark safely on the walkway and then be able to easily drive-off. **Staff will be supervising the drop-off area between 8:35-9:00 a.m. We cannot receive students before 8:35 a.m. therefore please do not attempt to drop-off your child any earlier as he or she will be unsupervised.**

We ask that you use the Kiss and Drop lane each morning and avoid parking at St. Charles College as much as possible. If you do need to come into the school and therefore need to park your vehicle, please look for an empty spot in the Holy Trinity parking lot; if there are no spots available, then you may park at St. Charles College. Should you need to park at St. Charles College, you must use the designated Cross-Walk and supervise your child/ren safely to the main doors of Holy Trinity. **We will NOT have staff supervising the cross-walk as our drop-off area is on our own property. Using the cross-walk is recommended as crossing at the four way stop sign is unsafe.**

At dismissal, parents will follow the same procedures by pulling up the Kiss and Drop laneway; students who are being picked-up will be assembled (with distancing) outside the main entrance doors waiting and watching for you to pull up. Staff will assist your child/ren in safely walking to your vehicle. Parents do not need to park for pick-ups at 3:05 p.m. Should you choose to park, again, please look for a spot in the Holy Trinity parking lot before choosing to use the space at St. Charles College. **If parking at St. Charles College for a 3:05 p.m. pick-up, be sure to use the cross-walk and not cross at the four way stop as the traffic in that area will create a high risk.** We will not permit students to use the cross-walk unless a parent has parked at SCC and walked across to meet the student. **We do not have staff supervising the cross-walk at 3:05 p.m. as they are needed in our designated pick-up area which is the Kiss and Drop lane.**

Please reach out to us with any questions you may have by emailing [holytrinity@sudburycatholicschools.ca](mailto:holytrinity@sudburycatholicschools.ca) Thank you for your cooperation in following these procedures.

Sincerely,

  
Laurie Zahra  
Principal

  
Tina Timpano  
Vice-Principal