Highland Catholic School
2017 Bohland Ave, Saint Paul, MN 55116 | 651.690.2477 | highlandcatholic.org

2026-2027 Plan for Preschool Drop Off and Pick Up

Morning Drop-Off

Your child's drop-off door for preschool is located on Hillcrest Avenue (a one-way street). We use a car line system at both entrances for drop off and pick up. Please pull as far forward as you can along the sidewalk or cut out as the cars ahead of you move out. Teachers will be at the door to welcome and escort your child to the classroom.

In order to ensure a safe transition, parents/guardians will say goodbye at the door outside the building. We know this can be challenging for some children early in the year, and the preschool team promises to help children successfully navigate this transition.

Preschool Doors at Church and School will open at the following times:
Early Birds: **7:50-8:10 am** (late arrival after 8:10 is at the school office)
Preschool: **8:50-9:00 am** (late arrival after 9:00 is at the school office)

If you are running late for drop-off, please park in the Bohland Avenue parking lot and walk your child to the main school entrance by the office. The school office staff will contact the preschool team to bring your child to their preschool classroom.

PreK Classes (Mrs. Duran, Mrs. Peterson, Ms. Winkel) will drop off in the morning at **CHURCH DOOR #6 HILLCREST ENTRANCE.** The Church drop off location is for preschool children only. Siblings/carpool buddies may be dropped off at the school door on Hillcrest (School Door #7) after you drop off your preschooler at the church door.

Early Preschool classes (Mrs. Schwind) will drop off in the morning at **SCHOOL DOOR #7 HILLCREST ENTRANCE**. Siblings/carpool buddies may enter this door in the morning with their preschool sibling/carpool buddy.

Pick-Up plans are located on the back

End of the School Day Pick-Up

Please pull your car forward as far as you are able. We will release your child to you at dismissal when we see you outside of your car. Please walk your child from the school or church door to your car.

11:30 am
PreK Classes (Mrs. Duran, Mrs. Peterson, Ms. Winkel) pick up at **CHURCH DOOR #6 (Hillcrest Ave. door)**
Early Preschool Classes (Mrs. Schwind) pick up at **SCHOOL DOOR #7 (Hillcrest Ave. door)**

12:30 pm
Lunch Dismissal for all classes is at **CHURCH DOOR #6 (Hillcrest Ave. door)**

2:45 pm
Stay, Play and Learn pick up is at **CHURCH DOOR #6 (Hillcrest Ave. door)**

*****THIS IS A CHANGE FROM LAST YEAR*****

Stay, Play and Learn dismissal is moving to the Hillcrest Ave. church door to improve safety and make dismissal flow more smoothly for all families. The Bohland Ave. parking lot becomes very congested at the end of the school day, so separating preschool pickup will help reduce traffic and create a safer, more organized dismissal process.
If you are picking up students who are dismissed at 2:40 (kindergarten and middle school plus siblings), please do that pickup on the Bohland Ave. side and then drive around to the Hillcrest Ave. door to pick up your preschooler. Dismissal for 1st-4th graders who don't have middle school or kindergarten siblings is at 2:50. If you are picking up a preschooler and students with a 2:50 dismissal, please pick up your preschooler first and then drive around to pick up older students. Siblings and carpool buddies are not able to wait inside the church with the preschoolers.

If you need to pick up your child during the school day for an appointment, please communicate with the teaching staff at drop off. In case of an emergency that causes you to be late for pick up or if your child will be absent, please call the school office at 651-690-2477 or text the school office at 612-930-3501.

Thank you for slowing down, staying off cell phones, being patient and being aware of the safety of our students.