

Have Faith in

Sts. Peter & Paul Catholic School

320 North Locust Street • Ottawa, Ohio 45875

Dear Sts. Peter and Paul Families,

Due to construction on the Church's HVAC equipment, the K – 2 East entrance will be closed. Please use the following guidelines to ensure safety and entrance for students.

Morning Drop – Off – 7:30 – 8:15

K – 2 Students that are dropped off by a parent before 7:45: Please report to the cafeteria. These students will be walked to the Fourth Street building after 7:45.

K – 2 Students that are dropped off after 7:45: A staff member will be at the South entrance to open the door for students. Two staff members will be in the church parking lot to help with bus riders and car riders that are dropped off in the church parking lot.

K – 2 Students that are bus riders: Two staff members will be in the Church parking lot to give directions and ensure safety as students come off the bus.

During School Hours – 8:15 – 2:45

Any student in K – 2 that arrives after 8:15 (*Ex. Appointments, Late Arrivals*): Please report to the school office to sign in. A staff member will walk the student over upon arrival.

Any student in K – 2 that needs to be picked up between 8:15 – 2:45: Parents please come to the office. We will call your child's teacher to make sure they are ready for their dismissal. A staff member will then walk your child over from the K – 2 building.

Afternoon Pick Up – 2:50

K – 2 Students who are being picked up after school: All students will be brought to the North side of the school building with their class. Parents who are picking up their child(ren) should only use the North Church parking lot for pick up until construction is completed.

Sorry for any inconvenience this may cause you! These procedures have been implemented during the construction with safety as the main priority. We will notify you when construction has been completed. If you have any additional questions, please call the office at 419-523-3697.

Sincerely,

Mr. Lanwehr