



SCB DROP-OFF AND PICK-UP PROTOCOL



Important Information for Drop-Off & Pick-Up at St. Charles

SCB Families,

As promised, here is the information regarding drop-off and pick-up here on campus for the 2026-2027 school. We need to make sure that all families have what they need to be successful and safe as we pick up and drop off our students this year. The zones are the same as last year. You are mapped to your zone by the grade of your youngest student.

To figure out what zone you are assigned to, please use the grade of your youngest student.

- Zone 1: Pre-K - 3rd grade**
- Zone 2: Toddlers & Preschool**
- Zone 3: 4th - 6th grades**
- Zone 4: 7th & 8th grades**

You will be able to pick up your zone tags to hang in your vehicle at Supply Drop Off or at Toddler & Preschool Conferences. If you need additional Zone Tags, you may request them here: [Request More Zone Tags](#)

Please note we do have a few changes this year:

- Drop-Off time will be at **8:10am**. Please do not leave your children unattended outside the school before 8:10am. We have Before School Care available beginning at 7am if you need an earlier drop off time.
- If you are in Zones 1, 3, and 4, **all adults must stay in their vehicles**. If you need to get out in order to help your child out of a car seat, please use the front parking lot. We have adults outside to help open doors and help the children out of cars, but for safety, all adults must stay in their vehicle.

Please visit our website [here](#) to see our parking lot logistics video and FAQs.

We have broken down our parking lot into manageable areas in order to ensure student safety and ease traffic congestion as much as possible. Safety is always our number one concern - do not worry, our campus will remain secure and gates will be closed when school is in session. Please see the FAQs for the specific times gates will be open and closed for the drop-off and pick-up timeframes.

Like last year, we will have many adults in the parking lot helping you navigate each zone and route. We ask that you educate yourself on the route you will be taking, the zone you are

assigned to, and let your students know what drop-off and pick-up will look like. The good news is most of our students are familiar with it after the last couple of years!

With the exception of our youngest learners, our parking lot will be drive-up only for drop-off and pick-up. You may use the front parking lots should you want to park and walk up.

Once you get your zone passes, please make sure you put them in your front dashboard so we can make sure you are in the right place upon arrival.

As always, please do not hesitate to email us. We are glad to help in any way we can.

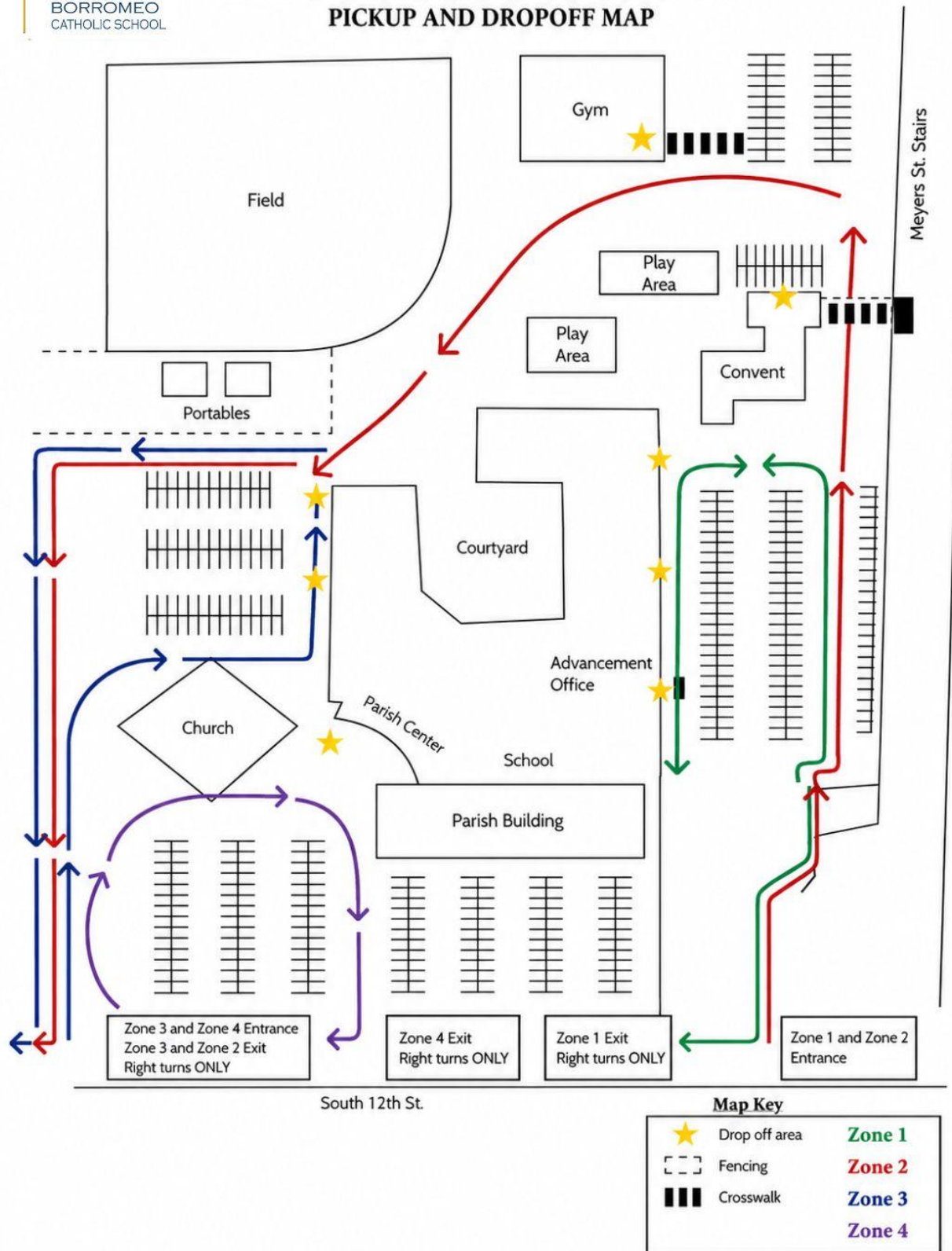
Blessings,

Beth O'Reilly
Principal, St. Charles Borromeo

Jeanette Johnson
Vice Principal, St. Charles Borromeo

Drop-Off & Pick-Up Map

ST. CHARLES BORROMEO CATHOLIC SCHOOL PICKUP AND DROPOFF MAP

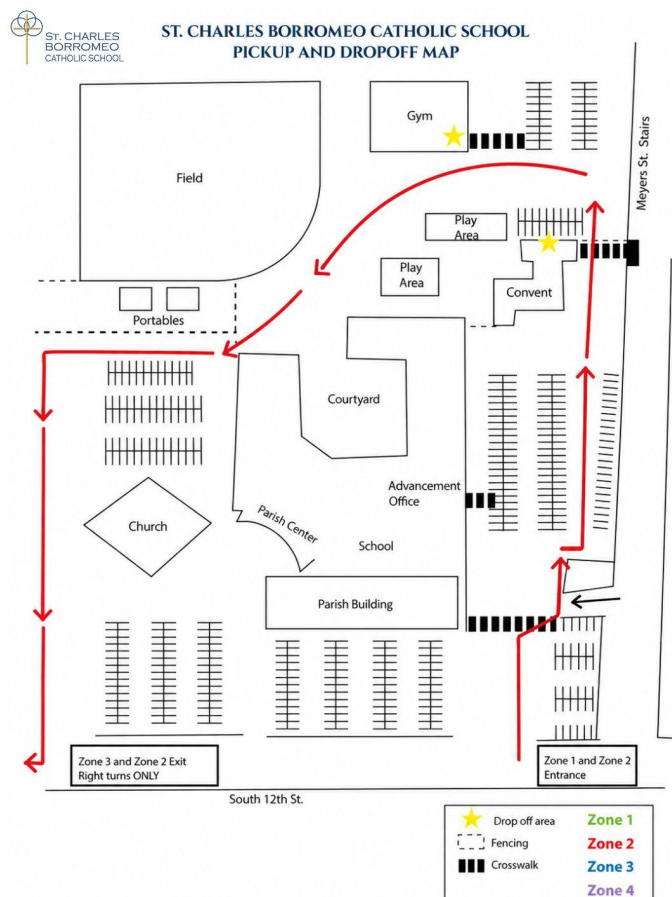
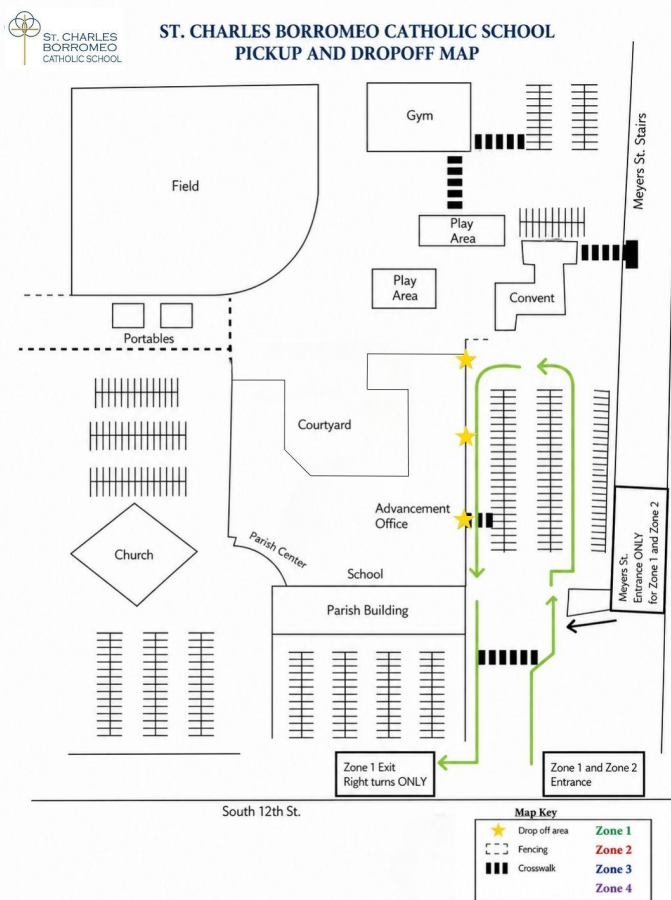


Individual Zone Information

ZONE 1 - West Parking Lot

- Enter into the WEST entrance (closest to Meyers St.) or via Meyers Street (this is an entrance ONLY).
- Go through the rolling gate.

- Loop through the parking lot, around the parking spaces.
- Drop off your students at the west side of the school. Teachers will be there to receive them.
- Parents should not exit the vehicle.
- Exit through the rolling gate and go straight.
- Turn right ONLY onto 12th Street.

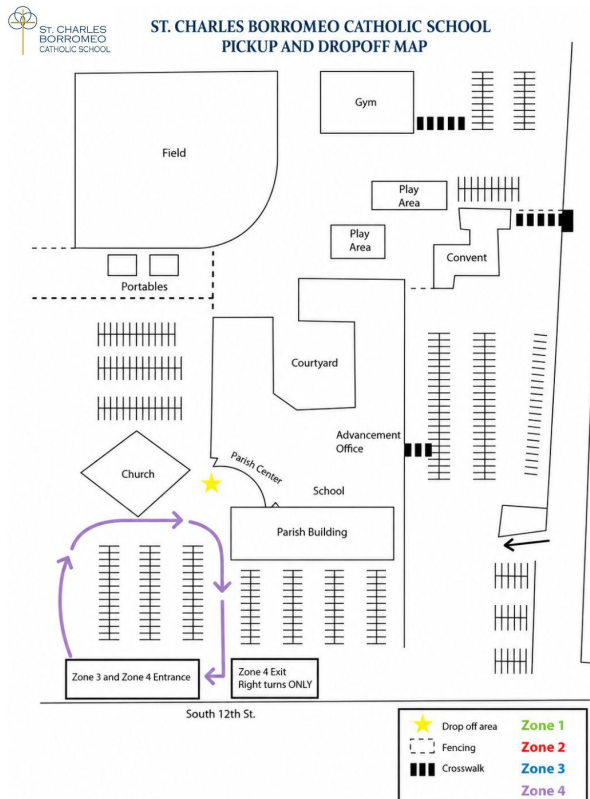
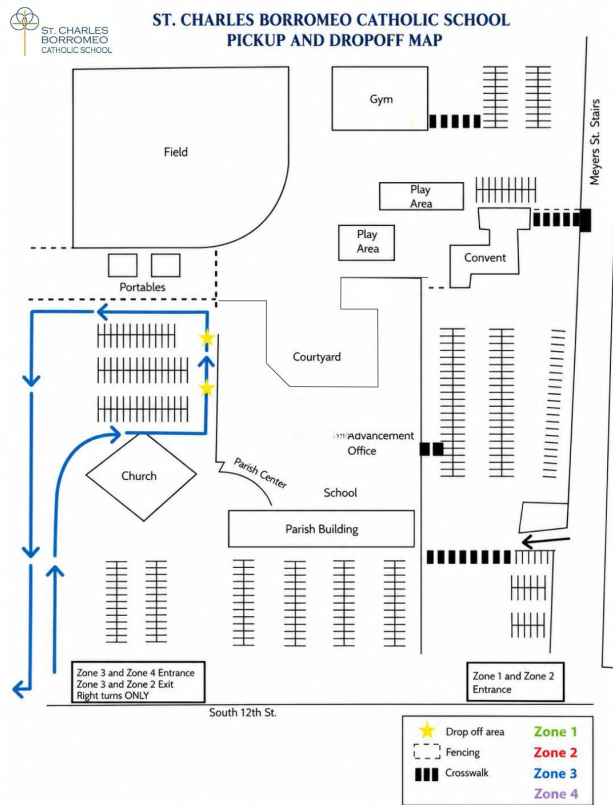


ZONE 2 - Gym & Convent

- Enter into the WEST entrance (closest to Meyers St.) or via Meyers Street (this is an entrance ONLY).
- Go through the rolling gate.
- Drive back into the west parking lot.
- Please stay to the right and follow the rock wall through the rolling gate by the convent.
- Drop off your students at the gym. Teachers will be there to receive them.
- Pull through the playground and exit into the east parking lot by the portables. Be cautious of merging traffic
- Continue into the east parking lot and out the far east exit, following the flow of traffic
- Turn right ONLY onto 12th Street.

ZONE 3 - East Parking Lot

- Enter into the EAST entrance (near the parish).
- Pull along the road leading behind the church towards the portables.
- Turn right behind the church and follow along the east side of the school.
- Drop off your students on the east side of the school, outside the 4th grade classrooms. Teachers will be there to receive them.
- Parents should not exit the vehicle.
- Loop around the parking spaces. Be cautious of merging traffic.
- Exit the east side of the property.
- Turn right ONLY onto 12th Street.



ZONE 4 - Front of Church

- Enter into the EAST entrance (near the parish).
- Pull in front of the church
- Have your students exit your vehicle in front of church.
- Your students will enter the Parish Center door. Teachers will be there to receive them.
- Parents should not exit the vehicle.
- Follow the loop around the parking spaces.
- Exit out of the middle exit (THIS IS AN EXIT ONLY)
- Turn right ONLY onto 12th street



St. Charles Borromeo Catholic School

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Tacoma, WA 98465

253-564-5185

Our newsletters are also on our website- check it out!

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