

## Arrival and Dismissal Procedures 2023-2024

### Toddler and Children's House Families:

Please follow the yellow arrows starting at the star. Proceed north on Hamlet Street; turn left into the parking lot, then follow the carpool line nearest the building. Exit SJMS by heading west on 1<sup>st</sup> Ave.

### Elementary Families:

Please follow the red arrows starting at the star. Proceed south on Hamlet Street. A faculty/staff member will greet your student near the Children's House playground. Your student will exit the car on the west side of the street onto the sidewalk. Once clear, you can turn left onto College Alley and proceed to 4<sup>th</sup> St or go straight onto Hamlet Street. Your student will walk through the gates on the Children's House playground then follow the path through the courtyard to the playground entrance.

## Arrival and Dismissal

### Arrival

- **Middle School arrival is 8:00 – 8:10 AM in the main parking lot following the yellow arrows on the carpool map.**
- **Toddler, Children's House, Lower Elementary, and Upper Elementary arrival is 8:10 – 8:30 AM.**
- Middle School students will assist Toddler and Children's House students from their vehicle and into their environment.
- Parents will not be able to walk their students to class or enter the building. We acknowledge that separation can sometimes be difficult, especially for very young children. We encourage you to begin talking with your child about school and drop-off procedures this summer. If you still anticipate separation challenges, once you are aware of your classroom placement, we encourage you to reach out to your child's teacher and develop a strategy for separation success.
- Toddler and Children's House students will drop off in the circle at our main entrance between 8:10 AM and 8:30 AM. Upon coming to a complete stop, please unbuckle your child. A Middle School student will greet your child, help them out of the vehicle, and walk them to their classroom.
- LE, UE, and MS MUST drop off on Hamlet Street between 8:10 AM and 8:30 AM. Students will enter the SJMS Campus through the Children's House playground gate, follow the sidewalk through the courtyard, and enter the building through the back playground entrance. Students arriving after 8:35 AM will be considered tardy. After 8:35 AM, parents will need to walk their child to the SJMS front door and remain with their child until someone from the office has greeted their child in the lobby.
- Parents with children in the Toddler Program or Children's House AND another level should drop off all children by following the Toddler/CH instructions listed in yellow on the carpool map.
- **Any student arriving after 8:35 AM must be signed into the office by a parent. Please park your vehicle and buzz to gain entrance into the main building. The Office Manager will gather children in the vestibule to walk them to class.**

## Dismissal

- Parents will be given a name placard to display on their vehicle's front windshield to assist with the pick-up process.
- **All students will dismiss between 3:15 PM and 3:35 PM.**
- 6<sup>th</sup> Year Students assisting with afternoon dismissal should plan to dismiss between 3:25 PM and 3:35 PM.
- Toddler and Children's House children in our Half-Day program will depart at 12:30 PM.
  - Parents should form one line at our main circle entrance and remain in the car. Teachers will bring your children directly from their classrooms to your car.
- Toddler and CH students will be dismissed from the main parking lot.
- Toddler and CH students will wait in Ryan Hall during departure and exit Ryan Hall from the north doors. Parents should form one line at our circle main entrance and remain in the car. Teachers will bring your children to your car. Teachers will not buckle children into car seats or booster seats, and parents are permitted to exit their vehicles in order to properly secure their child into their safety seat.
- Lower Elementary, Upper Elementary, and Middle School students will wait for pick up on the Elementary playground and exit through the Elementary playground gate at the north end of Hamlet Street. Parents should form one line along Hamlet Street. Teachers will line up on the street to ensure students get safely to their cars.
- Students will be asked to wait on the Elementary playground when weather permits and in their classrooms during inclement weather. A staff member will radio for your children after they identify your car based on the name placard.
- To avoid traffic backup on 2nd Avenue, we have extended the pickup time to 3:15 - 3:35 PM. In order to avoid traffic, please consider arriving at the school after 3:15 PM.
- If you have children in both the Toddler Program or Children's House AND in an Elementary or Middle School level, please pick up all children from the CH Carpool lane in the main parking lot.