

ARRIVAL/DISMISSAL PROCEDURES

Student academic hours for elementary: 8:25am-2:45pm/1:45 (Wednesdays) this was a district change).

ARRIVAL

Front Office opens at 7:55am (district assigned time for elementary schools). Parents may park and escort students into the school from the parking lot. Please use the crosswalk for safety reasons. Do not enter the crosswalk until a staff member has given you the "all clear" to cross. All families & visitors must enter through the front office and sign in, and show ID. No exceptions. Parents may walk with their child into school (front office) but not to class.

Car Drop-Off: Car line begins at 7:45. From 7:45 until 8:10, students in grades 1 through 5 will enter the door leading to the Café. Third and Fourth graders will wait in their common areas beginning at 7:55. Kindergarteners will enter the door leading to the kindergarten hallway and wait in the Music Room. Students arriving after 8:10 should go directly to their classroom via the entry door that is closest to their classroom. Students arriving after 8:25 are tardy and must be escorted by a parent into the front office, signed in and receive a tardy slip. **Students are expected to be in their classrooms, ready to learn at 8:25.**

Carline Reminders:

- **Have students ready to exit the car quickly.**
- **Pull all the way forward in the line** - Safety patrols and staff members are stationed along the entire sidewalk. Please pull all the way forward before stopping.
- **Car line first, then crosswalk** - Car line flow is the priority. Do not stop the car line to let people cross in the crosswalk. A staff member will give them the "all clear" to cross when the traffic has stopped.

Bus Riders and Bikers/Walkers: Prior to 8:10am, Bus Riders and Bikers/Walkers will enter the school through the Cafeteria (1st-5th graders). Kindergarten students will enter through the Kindergarten doors and proceed to their designated waiting area. After 8:10, students may use either door to enter the school and proceed directly to the classroom. After 8:25am, students are considered tardy and must enter through the front office.

Student supervision begins at 7:45am. Students will not be allowed on campus including biker/walker entrances until 7:45am. We want to make sure that all students are safe and supervised by adults. Thank you for your understanding.

DISMISSAL

Students may be dismissed as bus riders, walkers/bikers, or through the parent pick up line. **For safety reasons, any changes in transportation should be communicated to the front office no later than 2:15 and 1:15 on early release Wednesdays. Parents picking students up before the end of the school day, must do so before 2:15 (1:15 on Wednesdays).** Cars should never stop at the bike racks to "quickly" pick up students, nor should cars meet students along Racetrack Road in order to avoid the line. This is a serious safety concern.

Parent Pick-Up Line: Parents enter through the middle gate and immediately turn left traveling through the parking lot. Traffic exits through the east gate. Please have your child's name and grade displayed prominently on a card or sheet of paper in the front window so that a staff member can call for them. Be sure to pull all the way forward to the end of the sidewalk in the line with the students name visible until the student is in the car. Significant delays will occur if the student name is not displayed the entire time.

Walker/Bikers: Walkers and bikers will be dismissed to the east or west bike racks. Parent may meet their student at the bike rack gates.

Bus Riders: Bus stop information is available on the St. Johns County School District website.

Rainy Day Dismissal: If lightning is reported or if we are under a severe rainstorm advisory, rainy day dismissal is announced through text messaging. If lightning is reported, bikers & walkers will be held until it is safe. Crossing guards will remain on duty until students are dismissed. Bus riders will be dismissed as scheduled. The car line will also continue as scheduled but students will be called out from the building. Please expect delays as we dismiss students safely. We appreciate your patience.

Help us maintain safety by avoiding phone calls and texting while driving on campus. 7/2019