



THE ACADEMY
at ST. JOAN OF ARC

**Morning Drop Off and
Dismissal Procedures**

Preschool/Junior Kindergarten- (9:00AM)

PS and JK families will enter and park in the south lot. Enter the lot from either the Lawndale or Church St entrance. Please park and walk your child to the entrance. This year, the Pre-School entrance is on the **east side of the building by the preschool playground.** and **Jr. K entrance is at the South Entrance door.** Parents and students will need to wear a mask when they are out of their car.

Kindergarten- (8:05AM)

Kindergarten students will line up at the north gym entrance (East side of school). Students will be socially distanced in their lines. Parents will enter the parking lot off of Lyons street and either park or drop off their child. Parents who park should remain in their car. Students must have a mask on when they get out of their car.

Grades 1-3 (8:05AM)

Students in grades 1 through 3 will line up at the East Entrance. Parents will enter the parking lot off Lyons Street and either park or drop off their child. Parents who park are asked to remain in their car. Students must have a mask on when they get out of their car. Faculty will direct students to their class queues.

Grades 4-5 (8:05AM)

Students in grades 4 through 5 will line up at the West Entrance on Lawndale. Parents will drop off their child on Lawndale on the east side of the street. Students must have a mask on when they get out of their car. Faculty will direct students to their class queues.

Grades 6-8 (8:05AM)

Students will line up at the South Entrance. Parents will drop off their child on Lawndale. Students must have a mask on when they get out of their car. Faculty will direct students to their class queues.

Dismissal Procedures

Preschool/Junior Kindergarten- (3:00 PM)

Parents will enter the parking lot off of Church St. and proceed towards the south entrance of the school. A teacher will walk each child to their parents. Parents will exit on Lawndale Ave.

Kindergarten-3rd Grade (3:00 PM)

Parents should enter the parking lot from Lyons St. and park their cars in the lot. Parents will remain at their cars. Students will be dismissed through the doors on the east side of the building and with assistance from teachers will walk to their parked cars. Parents are to remain parked until all students are in a vehicle. Please do not block the curb.

Parents who walk to school to pick up their child and walk them home will wait on the sidewalk on Lyons Street. Parents need to wear a mask. Teachers will assist students with finding their parents in the line.

Grades 4-8 (3:00 PM)

Parents will park on the east side of Lawndale, going northbound. Parents will remain in their cars. Students will be dismissed through the south and west entrances. Students will walk to their cars. Teachers will be outside to monitor and assist students.

Parents who walk to school to pick up their students should wait on Lawndale. Parents need to wear a mask and teachers will assist students as needed with finding their parents in the line.

STUDENTS WHO WALK HOME

Students who walk home will be asked to go directly home upon dismissal of school. Students will be required to wear their mask while on school grounds. Older students who are picking up younger siblings will line up on Lyons Street and teachers will assist the students in finding their siblings.

Important note on late arrivals and early release

We ask that families strive to avoid both late arrivals and early releases for students. In the case that your student arrives late or needs to depart early, here is the protocol they should follow.

For late arrivals after 8:15 or after your Class has entered the school:

Entrance will be at **South Door** of the building. If 1st- 3rd is still entering, students should join the socially distanced line and wait for their health screening for entry. After screening, you will report to class. If no one is at the **South Door** entrance, buzz the office and wait for entry. Proceed to the office for their tardy slip before going to class.

For early departures:

Parents and guardians must arrange for an early departure at least 24 hours in advance. Please notify the appropriate teacher(s) AND office assistant, Kyle Kuchuris at office@theacademysja.org. Confirm the time for pick up. At that time, someone will escort your child to the **South Door** entrance of the building to meet you. Please arrive on time.