



## 2022/2023 Morning Drop Off and Dismissal Procedures

Staff will be at the East and South entrances at 8:00 AM and doors will open at 8:05. Doors will remain open with a staff member until 8:15 AM. Once doors have closed late students MUST enter through the South Door.

**PLEASE NOTE THIS CHANGE: We will be using the EAST Entrance this year for 4<sup>th</sup> & 5<sup>th</sup> Grade**

### **Kindergarten- (8:05AM)**

Kindergarten students will line up at the north gym entrance (East side of school). Parents drop off will be from the parking lot off Lyons Street. Parents who park are asked to escort their student to and from the sidewalk.

### **Grades 1-5 (8:05AM)**

Students in grades 1 through 5 will arrive and dismiss at the East Entrance. Parents drop off and pick up will be from the parking lot off Lyons Street. Parents who park are asked to escort their student to and from the sidewalk through the parking lot. Staff will be at the entrance at 8:00 and doors will open at 8:05. Doors will remain open until 8:15. Once doors have closed late students MUST enter through the south door.

### **Grades 6-8 (8:05AM)**

Students will line up at the South Entrance for arrival and dismissal. Parents drop off and pick up will be on Lawndale.

### **Preschool/Pre- 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. 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**.

### **Early Care Drop-Off (7:00 AM)**

Students will be dropped off at the South Entrance and will join their class at the 1<sup>st</sup> bell.

### **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:**

Entrance will be at **South Door** of the building. At the **South Door** entrance, buzz the office and wait for entry. Students will go to the office for their tardy slip before going to class.

## Dismissal Procedures

### For early departures:

Please notify the appropriate teacher(s) AND office assistant, Missy Hebson at [office@theacademysja.org](mailto:office@theacademysja.org) of an early departure and when possible please provide 24 hour notice. Confirm the time for pick up. At the pick-up time, staff will escort your child to the **South** entrance of the building to meet you and have you sign your child out. Please arrive on time.

### Preschool/Pre- Kindergarten- (3:00 PM)

Parents should enter the south parking lot from Church St. and proceed towards the south lot of the school. A teacher will be with children until we see their parents/guardian. Pre-School will use the same door as arrival. Pre-K will use the south gym door to dismiss.

### Kindergarten-5th Grade (3:00 PM)

Parents should enter the parking lot from Lyons St. and park their cars in the lot. Kindergarten students will be dismissed through the north gym entrance on the east side of the building (near the playground). 1<sup>st</sup>-5<sup>th</sup> will use the East Entrance (double doors). Parents are requested to meet their children on the sidewalk and walk them back to the car. Please do not park along or block the curb.

### Grades 6-8 (3:00 PM)

Parents, please park on the east side of Lawndale, headed northbound and we ask to remain in their cars. Students will be dismissed by a teacher through the south entrance. Students will walk to their cars. Teachers will be outside to monitor and assist students.

### STUDENTS WHO WALK HOME

Parents whose students who are permitted to walk home from school are asked to send an email to the [office@theacademysja.org](mailto:office@theacademysja.org) to notify us and if younger siblings will be allowed to leave school grounds with them.

### AFTERCARE PICKUP (3:00 – 6:00PM)

Students will be signed-out and picked up at the South Entrance. We will need prior notice to release your student to anyone other than those you have authorized to pick up your child.