

# DROP-OFF AND PICK UP PROCEDURES

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## Regular Morning Drop-Off

St. John's provides playground supervision of students between 7:40 and 8:00 a.m. each morning. For those dropping off through Carpool, the Carpool gates will open at 7:45 a.m. If you prefer to walk your child onto campus, please park on the street and walk your child to the playground beginning at 7:40 a.m.

## Early Morning Drop-Off

Effective the first day of school, St. John's will offer families who require occasional supervision of their child(ren) the option of Early Morning Drop-Off. For students in grades Kindergarten through 8th Grade, supervision will be available in the Chapel beginning at 7:15 a.m., Monday through Friday. Between 7:15 and 7:25 a.m., students may enter the side door of the Chapel. Upon entering, students will be directed to sit in pews (organized by grade). During this time, students may read, complete work, and/or engage in quiet activities. When the gates open to all students at 7:40 a.m., students in the Chapel will be released onto the campus and supervised by staff on the yard/field/play structures.

**Only students who arrive between 7:15 a.m. to 7:25 a.m. will be permitted to enter the Chapel.**

## Kindergarten Morning Drop-Off

In order for our Kindergarten students to feel safe and secure in their own dedicated space, all Kindergarten students are asked to meet each morning in the Outdoor Exploration Center (the white picket-fenced area outside the Kindergarten classrooms). This newly designed space has been dedicated to Kindergarten students to gather each morning for drop-off from 7:40-8:00 a.m. This enclosed space will provide a secure and supervised area for Kindergarten students. Due to space constraints, parents and siblings will not be permitted to gather inside the Outdoor Exploration Center. However, up until teachers arrive to collect students, parents may remain outside the fenced area.

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## Carpool Map and Procedures

When picking up or dropping off your child(ren) at SJES through our Carpool Lane, all families are asked to follow the map. This will ensure that our carpool is safe and efficient with traffic flowing in one direction. So that traffic flows in two directions, please do not enter Via Con Dios from Avenida de Las Flores.



## Afternoon Pick-Up

Elementary students are dismissed from class at 2:45 p.m. If you prefer to walk on to campus to pick up your child, please park on the street and wait outside our school gate which opens at 2:40 p.m. Students attending in Extended Care will report to Room 14. Any student who is not met by an adult immediately at dismissal will continue to the carpool waiting area with their teacher. Please refer to the Parent-Student Handbook for specific carpool procedures; please also be sure your child is aware of the pick-up plan each day. We understand that at times there are last-minute changes. If this is the case, you may contact your child's teacher and Susan Gomez in the Elementary Office in order to get a message to your child.