

## Elementary School Arrival/Dismissal Procedures:

*Student Safety is our First Priority*

At John Rex, every child's safety is important to us. Your patience, understanding, and support of "Operation Cooperation" is appreciated. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We need your help to keep the school and your children safe.

We ask everyone to correctly follow our current pick-up and drop-off procedures. Failure to do so creates chaos, frustration and unsafe conditions. Each family should discuss these loading and walking procedures. The staff knows that your time is precious, but the safety of every student is their first priority.

### **General Safety Measures:**

- 👉 Be your child's best example. Please be courteous & follow all safety guidelines at all times.
- 👉 Use crosswalks to cross streets.
- 👉 Follow all directions from school safety personnel. They can see potential problems you may not.
- 👉 DO NOT BLOCK intersections or accessible marked spaces.
- 👉 Say your goodbyes before your turn to unload – this will help keep cars moving in line.
- 👉 SINGLE lane in the loading zone ONLY.
- 👉 Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on.
- 👉 Please NO CELL PHONE use during drop off or pick up.
- 👉 Please drive slowly and watch for children.

### **Morning Drop-Off Information:**

7:00am-7:45am	YMCA Before Care Students ( <b>Main Entrance</b> ). Please note that YMCA Drop-off ends at 7:45am. If you are dropping students off after 7:45am, please utilize the Car Rider Drop-Off procedures detailed below.
7:30am-7:45am (serving line closes at 7:55)	Students eating breakfast may be dropped off as early as 7:30am at the <b>Main Entrance</b> (YMCA only) <b>and South Gate</b> (all other students). They are to report directly to the cafeteria. If your child is <b>not</b> eating breakfast, do not drop off until 7:40am. Parents of these students will be contacted if dropped off early. <i>Please approach on Sheridan Ave. heading eastbound from Shartel Ave.. Turn right onto Walker Ave. heading southbound and turn right onto California Ave. into the loading zone.</i>
7:45am- 8:00am	<b>North, south, and west gates</b> will open for <b>all</b> students at 7:40am. Students should report directly to classroom unless eating breakfast in the cafeteria.
8:00am	Gates Close. Students who arrive after 8:00 am are tardy and will need to be signed in <b>by an adult</b> at the front office through Lobby Guard.

- Pull your car as far forward into the loading zone as traffic allows, but DO NOT stop your car in the white striped area in front of the fire hydrant or in crosswalks. Police will issue traffic

citations for those stopped in the fire zone or in crosswalks. Drivers may drop-off students during supervised times only.

- Students can unload from PASSENGER SIDE of vehicle only. (Move booster seats to passenger side)
- Parent/Guardians, please be ready and quick. We need to keep the line moving.
- Staff supervise students as they exit vehicles, offer assistance, and guide them along the walkway towards the cafeteria entrance.

#### **South Gate (California Ave.):**

- Please approach on Sheridan Ave. heading eastbound from Shartel Ave.. Turn right onto Walker Ave. heading southbound and turn right onto California Ave. into the loading zone.
- Once your child has exited your vehicle safely, exit the loading zone and continue straight on California or left (south) on Dewey. **DO NOT** turn right onto Dewey St. to the north as it is another unloading zone and is congested at this time of day.

#### **West Gate (Dewey Ave.):**

- Please use California heading eastbound and turn left into the loading zone along Dewey. **DO NOT** come in on California westbound, as this is another loading zone and is congested at this time of day. In order to join the back of this line, you may have to enter the line as far west as Classen Blvd. *Refer to map.*
- Once your student has exited your vehicle safely, exit the loading zone continuing straight on Dewey Ave. or right onto Sheridan Ave. Avoid turning left onto Sheridan Ave., as it is a busy street at this time of day and will cause backups in the exit line.

#### **North Gate (Sheridan Ave.):**

- Please utilize the crosswalks at Sheridan Ave. and Walker Ave. As there is no stoplight at Sheridan Ave. and Dewey Ave., it is less safe to cross the street at that intersection. *Refer to map.*
- 7:45am – Walk your student(s) to the North Gate, between the Gym and the Cafeteria. Wait at the gate until a teacher or administrator has opened the gate and welcomed the students.
- Please note that only John Rex Families who walk or ride bikes from their homes, offices, or work parking lots are permitted to utilize the North Gate Drop-off. All families arriving via car should be utilizing the Car Rider Drop-off at the South or West gates.

#### **Afternoon Pickup Information:**

- Early checkout ends 15 minutes prior to the end of the school day due to students in transition to their dismissal locations.
- Changing end of day transportation is discouraged. However, if you need to change the daily norm of transportation, please send in a *detailed signed note* to the office that morning or call the office up to **one hour before dismissal**.
- For another adult to pick up your child, he/she must be listed on the school record as authorized to do so. If you have updated information to add to your student's record and dismissal directive, please provide the office with written notification of requested changes. It is imperative that we are able to reach you or another authorized adult in an emergency.
- *Late Pick-up:* Students should be picked up no later than 15 minutes after dismissal time. If a student is habitually left at school, he/she will be sent to our YMCA (onsite). The YMCA charges

a fee for students who are left in their care and not a regular JRCS-YMCA registered student.

- We understand that occasionally there are emergencies that come up and we will do everything that we can to assist you. These procedures will enable us to safely dismiss all students in the most efficient and timely manner possible. Thank you for your help and cooperation.

**Dismissal Times:**

Monday, Tuesday, Thursday, Friday	Wednesday
3:30pm All Grades (PreK-4)	2:00 pm All Grades (PreK-4)

**Dismissal Locations:**

PK/K/1 <sup>st</sup> grade students and all sibling Car Riders	South Gate	Students will remain in classrooms until their number is displayed. Siblings will meet in the holding area prior to loading cars. Parents remain in the car. Car rider tag must be displayed to release student.
Walkers	North Gate	Students will remain in classrooms until their number is displayed. Students report to the gate. Car rider tag must be displayed to release student.
2 <sup>nd</sup> – 4 <sup>th</sup> Car Riders and all daycares	West Gate	Students will remain in classrooms until their number is displayed. Students report to the gate. Parents remain in the car. Car rider tag must be displayed to release student.
YMCA Aftercare	Gym	YMCA staff will pick students up at 3:20 from classrooms/launchers and take to the gym. Parents pick up through Main Entrance ONLY.

**Car Rider Pickup Procedures:**

- Staff will dismiss students at loading zones.
- You must remain in your car. Your child will be escorted to your car.
- Supervisors will call students using our School Safe ID System. No child will be released without a matching number card authorized by John Rex. No photocopies, printed pictures, or homemade Match Cards will be accepted.
- Students must wait in their classrooms until their number is displayed. Students must go immediately to the designated gate. They will not be allowed to stop at restrooms at this time.
- If a student needs assistance buckling into a seat or booster, please pull forward first to allow other cars to load.

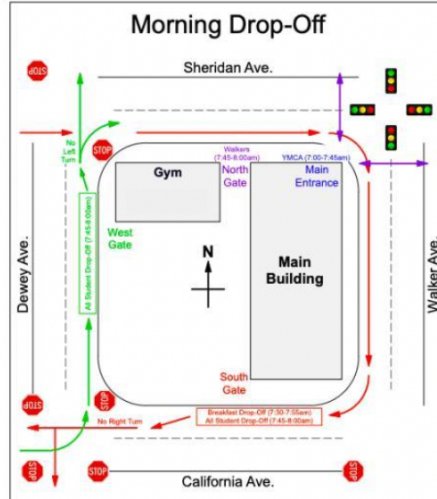
## John Rex Arrival Procedures

### **Walking up to campus with an adult?**

Then walk to the North Gate on Sheridan  
from 7:45-8:00 am.

### **Is your child enrolled at the YMCA before care?**

Only these students may enter the  
front entrance from 7:00-7:45 a.m.



### **Not eating breakfast?**

Then drop off from a car at the West Gate  
or South Gate from 7:45-8:00 a.m.  
Students will go straight to class.

### **Eating breakfast at school?**

Breakfast is from 7:30-7:55 a.m.  
and students enter at South Gate.

