

St. Joseph Regional Catholic School

Arrival/Dismissal Information



SJRCS adheres to strict drop-off and pick-up policies and procedures to minimize traffic congestion, accommodate Salem school buses coming and going from the school front entrance, and for the safety and protection of all the students. For an illustration of the arrival/dismissal procedure, see www.sjrccs.com, and click on *Parent Information->Policies and Procedures*.

Arrival

- Students should arrive by 8:40 a.m.
- Students should not be dropped off before 8:15 a.m. or until the teacher on duty is present.
- Students who are dropped off prior to 8:15 a.m. must report to the Extended Care Program (ECP). Parents will be billed accordingly for this service.
- After 8:15 a.m., students may proceed directly to the lower school yard and their designated gathering area.
- Students who wish to purchase breakfast may go directly to the gym, entering through the lobby doors. Only students who are eating breakfast are allowed in the gym after 8:15 a.m. After eating, students must leave the gym through the side door and proceed to the school yard. No loitering is allowed in the gym. Once students have gone to the lower school yard, they may not return to the gym.
- After 8:45 a.m., students are considered tardy and must report to the school office before going to their homerooms.

Dismissal

- At 2:40 p.m., students are dismissed according to the manner in which they are to travel home.
- Walking students must gather in the gym and will wait for the duty teacher and the crossing guard to escort them across the street in front of the church.
- Bus students must gather in the gym and wait until they are called to board their bus. A parent who wishes to remove his or her child from the bus line may be asked to produce identification if the teacher on duty does not know the parent.
- Extended Care Program (ECP) students must gather in the gym and remain under the supervision of the ECP Personnel.

- Students being picked up by car must exit through the lower-level door directly under the Main Office on the ground floor. Under the supervision of their teacher, they must proceed to the car-line area of the parking lot. (This is sometimes referred to as "walk line.")
- No student is to be picked up in front of the gym. Parents are reminded that they are not to park at the rectory or St. Joseph Church. We also request that you do not park at the Methodist Church or Goundrey's Funeral Home for pick-up. These are good neighbors who accommodate SJRCS in many ways, so we ask everyone to respect their private property. Anytime a child is pulled from walk line other than in the designated area of the school yard, the safety of that child is compromised.
- Parents arriving after the students have exited the building must wait in the second pick-up line of vehicles. A student whose ride has not arrived by dismissal time will be held at the yard entrance of the school. As soon as space is available, the second pick-up cars will proceed to the lower yard and waiting students will be dismissed. Students will not be dismissed from the waiting area to walk to their cars once traffic has begun to exit the lower yard. If a student's ride has not arrived by the end of walk line, that student must go to the Extended Care Program (ECP) until picked up, and parents will be billed accordingly for this service.
- Since the main desk entrance becomes a heavy traffic area at dismissal, parents must not wait for children there.
- If there is a change in your child's transportation, you must send a note or call the school office by 2:00 p.m. In the absence of such notification, no student will be permitted a change in transportation.