

# Grades K-4 SJRCS MORNING DROP OFF AND AFTERNOON PICK UP

## Morning Drop Off Procedures

Between 7:55 – **8:20** AM cars will line up according to their oldest child's grade level.

Enter our campus using the main entrance and queue using our traditional stadium layout in the large SJRCS parking lot.

- Please start queueing at the **TOP** of the parking lot and fill each row before starting a new queue. Begin with row S1, S2, S3, etc. (See diagram for reference)
- A staff member will dismiss each row, starting from the **TOP** of the lot.
- Each row will follow the traffic flow/directions proceeding to the primary wing entrance for drop off. Please follow the staff directions, stopping at the trashcan along the primary wing curb to allow many students to exit cars safely.
- Please stay in your vehicle and our faculty and staff will assist your child/children out of the vehicle on the RIGHT side.
  - Students in Kindergarten to 1st-grade will enter the primary wing entrance and proceed to their homeroom.
  - Students in Grades 2 - 4 will exit their vehicle at the primary wing entrance and walk along the sidewalk of the admin parking lot to enter the building in the green side door entrance and proceed to their homeroom.



## Afternoon Pick-Up Procedures

Dismissal begins at 3:00 PM. Students will exit the same door into which they entered during arrival and meet their family pick up in the SJRCS parking lot.

Families with children in more than one K-8 grade will only need to queue once and will collect all their children at the same time beginning with their **youngest**.

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- A staff member will dismiss each row, starting at the **TOP** of the lot.



**Please be patient and don't cut in car lines during arrival and dismissal routines.**