

## John Rex Charter Elementary School 2018-2019 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 and 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!!**
- ☞ 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	YMCA Before Care Students ( <i>Main Entrance report to cafeteria</i> )	<b>8:00 - Lift Off begins in Gym</b> <i>Students who arrive after 8:00 am are tardy and will need to be signed in by an adult at the front office through Lobby Guard.</i>
7:30am	Students eating breakfast ( <i>Main Entrance and South Gate, report to cafeteria</i> )	
7:45am	All students (North Gate, South Gate, and West Gate) report to Gym Students eating breakfast ( <i>Main Entrance and South Gate, report to cafeteria</i> )	
8:00am	Gates Close	

#### Drop-Off Procedures:

##### **YMCA DROP-OFF: 7:00am – 7:45am**

##### **Main Entrance (corner of Walker Ave. and Sheridan Ave.)**

**Please walk to Main Entrance or park on Walker Ave. or Sheridan Ave. and walk students into the school.**

- 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.

##### **Breakfast DROP-OFF: 7:30am – 7:55am** (*serving line closes at 7:55am*)

**ALL STUDENTS** Main Entrance (YMCA only) or South Gate (*south side of school grounds*): *westbound on 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. Refer to map.**

##### **DROP-OFF: 7:45-8:00am**

##### **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. Refer to map.**

- 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.
- Once your child has exited your vehicle safely, exit the loading zone and continue straight on California or left (south) on Dewey. AVOID Dewey St. to the north as it is another unloading zone and is congested at this time of day.
- **8:00am** - Gates are closed and locked. *Students arriving after 8:00am must enter through main entrance.*

## West Gate (Dewey Ave.):

Please use California heading eastbound and turn left into the loading zone along Dewey. AVOID coming 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.

- **7:45am** - Pull your car as far forward into the loading zone as traffic allows. Please DO NOT block crosswalks. Drivers may drop-off students during supervised times only.
- Students can unload from PASSENGER SIDE of vehicle only.
  - 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 to the cafeteria.
- 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.
- **8:00am** - Gates are closed and locked. Students arriving after 8:00am must enter through front entrance.

## 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.
- **8:00am** - Gates are closed and locked. Students arriving after 8:00am must enter through front entrance.

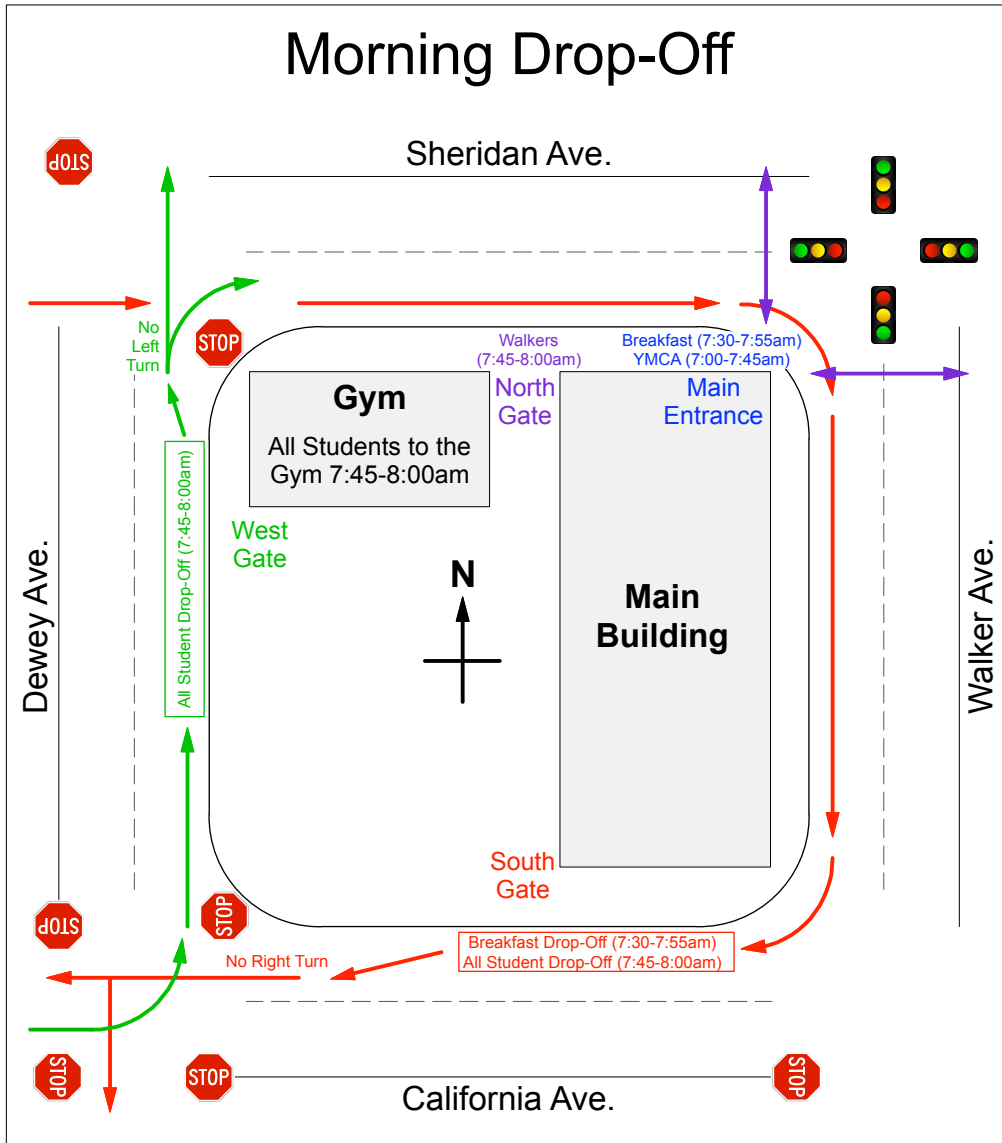
## Afternoon Pickup Information:

<p><b>Early checkout</b> ends 15 minutes prior to the end of the school day due to students in transition to their dismissal locations. <b>Changing end of day transportation</b> is discouraged. However, if you need to change the daily norm of transportation, please send in a <i>detailed signed note</i> to the office that morning or call the office up to <b>one hour before dismissal</b>.</p> <p><b>For another adult to pick up your child</b>, he/she <u>must be listed on the school record</u> 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.</p> <p><b>Late Pick-up:</b> 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 JRCES-YMCA registered student.</p> <p>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.</p>	<b>Mon, Tues, Thurs, &amp; Fri:</b>		<b>Wednesday:</b>																		
	<b>3:00pm</b> <b>PreK &amp; Kinder</b>	<b>3:30pm</b> <b>1<sup>st</sup> – 5<sup>th</sup> Grades</b>	<b>2:00pm</b> <b>All Grades</b>																		
	<p><b>Student Dismissal Locations:</b></p> <p><i>NOTE: All students will only be released using the Student Match Card System.</i></p> <table border="1"> <thead> <tr> <th></th> <th>Location</th> <th>Details:</th> </tr> </thead> <tbody> <tr> <td><b>Pre-K &amp; Kinder Car Riders (3:00)</b></td> <td><b>South Gate</b></td> <td>Students report to designated area in Pre-K/K Hall for dismissal procedures. Parents remain in car. <i>See map</i></td> </tr> <tr> <td><b>Daycare Riders &amp; PK/K/1<sup>st</sup> + Sibling Car Riders</b></td> <td><b>South Gate</b></td> <td>Older siblings of Pre-K or Kinder students will report to the Pre-K Hall to meet siblings from Astronauts Club. Parents remain in car. <i>See map</i></td> </tr> <tr> <td><b>Walkers</b></td> <td><b>Gym - N. Gate</b></td> <td>Students report to east end of gym. Parents must form a line at North Gate by Gym.</td> </tr> <tr> <td><b>2<sup>nd</sup> – 5<sup>th</sup> Car Riders</b></td> <td><b>West Gate</b></td> <td>Students report to the Gym for dismissal procedures. Parents remain in car. <i>See map</i></td> </tr> <tr> <td><b>YMCA Aftercare</b></td> <td><b>Cafeteria</b></td> <td>Pick up through Main Entrance ONLY</td> </tr> </tbody> </table>					Location	Details:	<b>Pre-K &amp; Kinder Car Riders (3:00)</b>	<b>South Gate</b>	Students report to designated area in Pre-K/K Hall for dismissal procedures. Parents remain in car. <i>See map</i>	<b>Daycare Riders &amp; PK/K/1<sup>st</sup> + Sibling Car Riders</b>	<b>South Gate</b>	Older siblings of Pre-K or Kinder students will report to the Pre-K Hall to meet siblings from Astronauts Club. Parents remain in car. <i>See map</i>	<b>Walkers</b>	<b>Gym - N. Gate</b>	Students report to east end of gym. Parents must form a line at North Gate by Gym.	<b>2<sup>nd</sup> – 5<sup>th</sup> Car Riders</b>	<b>West Gate</b>	Students report to the Gym for dismissal procedures. Parents remain in car. <i>See map</i>	<b>YMCA Aftercare</b>	<b>Cafeteria</b>
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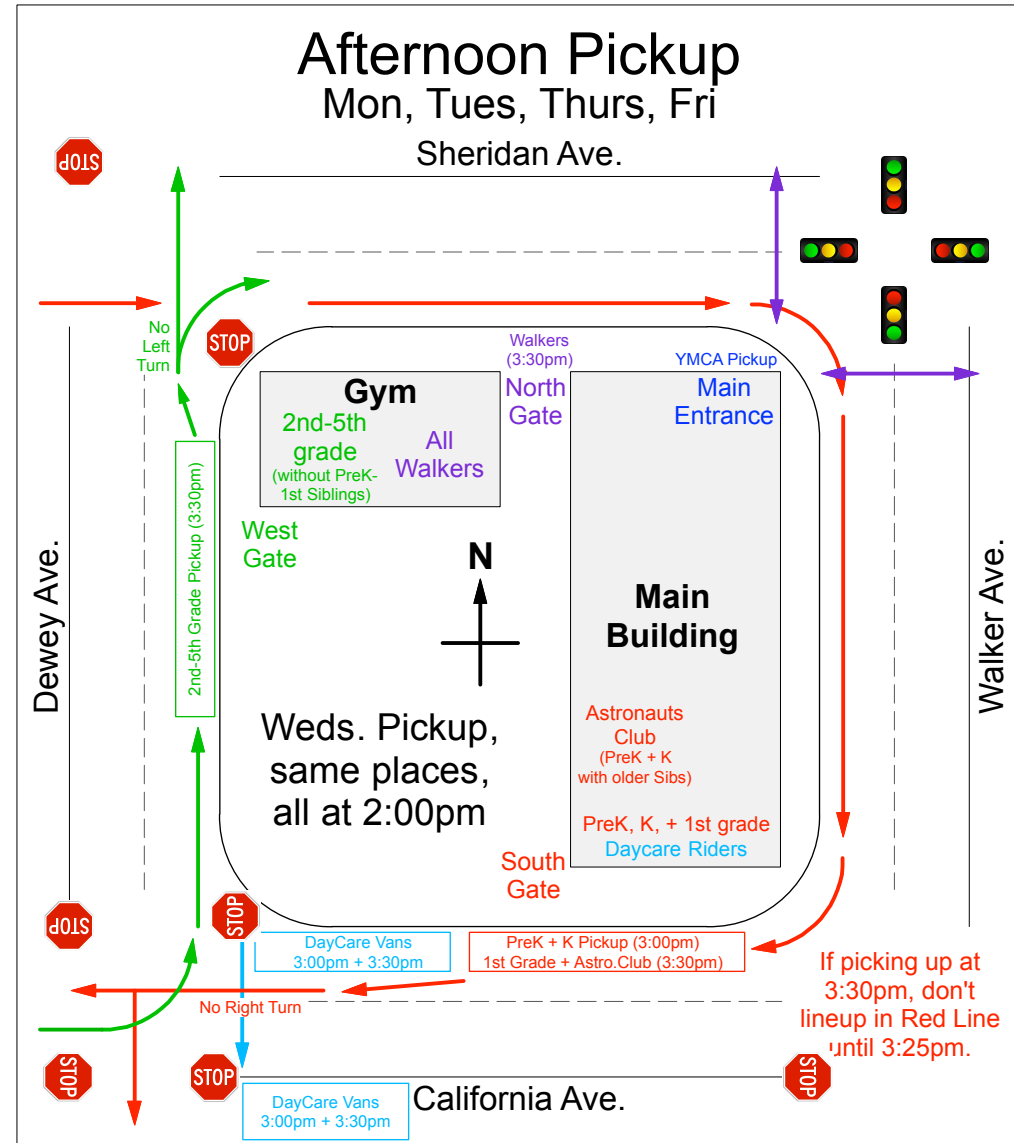
## Car Rider Pickup Procedures:

- Teachers and Safety Committee PTA Volunteers 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 Student Match Card 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 the designated area until the supervising teacher takes them to their teacher or PTA volunteer.
- No students will be dismissed from their classroom.
- If a student needs assistance buckling into a seat or booster, please pull forward first to allow other cars to load.

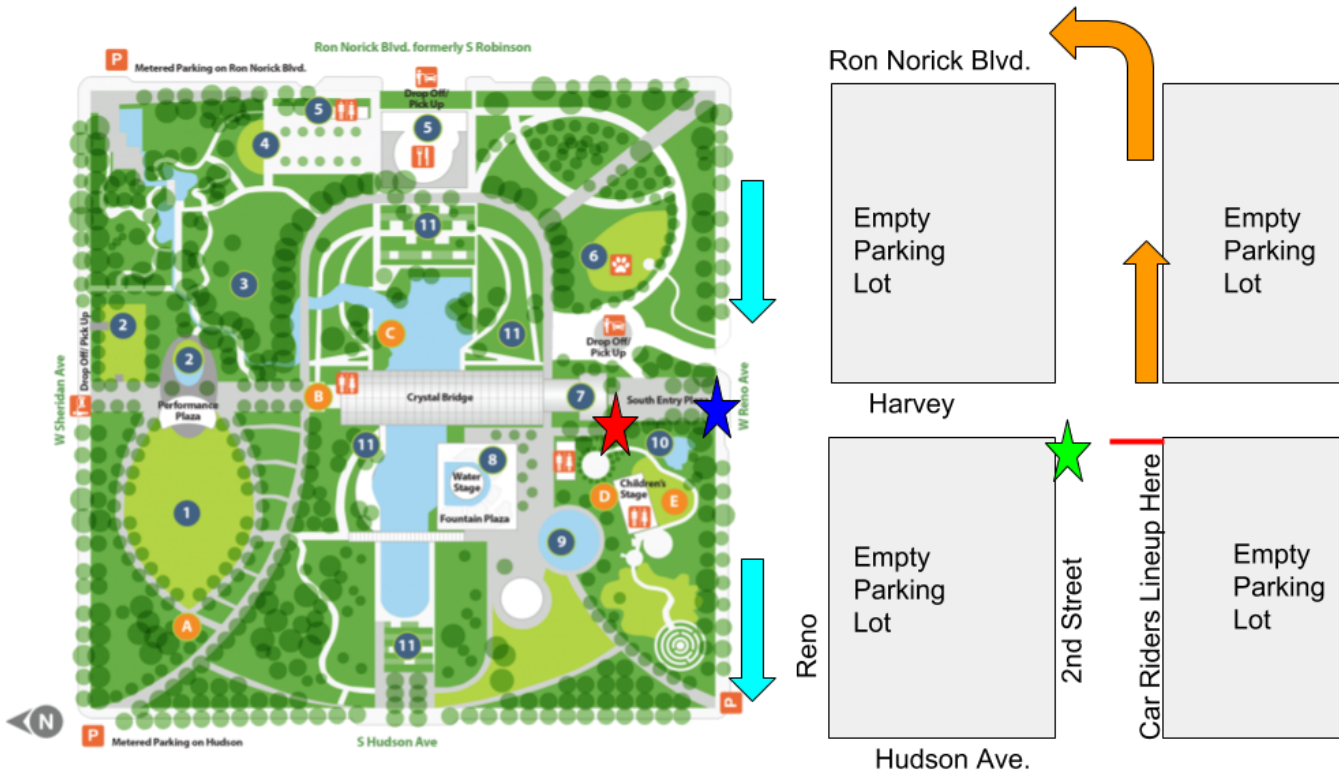
# Morning Drop-Off



# Afternoon Pickup Mon, Tues, Thurs, Fri



## John Rex Middle School 2018-2019 Arrival/Dismissal Procedures



### **Arrival:**

- Students may enter the school beginning at 7:15am. Breakfast will be served from 7:25-7:45am.
- Students will be dropped off on the Northside of Reno and Harvey (Do Not Use The Circle Drive). An adult will be located at the Blue Star . Student will enter the school on the water stage (8) on the West side of the South Lobby/Crystal Bridge. Students will enter a 4-digit code upon entering the school which will send an email to parent/guardian alerting them that the student has arrived safely inside the building.

### **Dismissal:**

- Adults will be located at Red, Blue, and Green Stars.
- Car riders** need to lineup heading East on the south side of 2nd street with cars lined between Harvey and Walker. Enter car line at heading East at Walker, not Hudson. Student numbers will be called beginning at 3:15pm. Students will enter a 4-digit code upon leaving the school which will send an email to parent/guardian alerting them that the student has exited the building. Students will be escorted across Reno by an adult at the Blue Star . Students will be escorted across 2nd street by an adult at the Green Star . Once your child is in the car, please continue East on 2nd street to Ron Norick Blvd.
- Walkers** Parent/Guardian **walking from home/work** will enter the school on the water stage (8) on the West side of the South Lobby/Crystal Bridge. Students will be called out to meet the parent/guardian beginning at 3:20pm.
  - \*If you are not walking from home or work to pick up your child, please use the car rider line for safety and expediency.