

New Additions/Changes to the 23-24 School Year are in yellow.

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.
- We encourage you to park in the designated parking lots as shown in the map if you walk your children.



Elementary Morning Drop-Off Information

7:00am-7:35am	YMCA Before Care Students (Main Entrance). Please note that YMCA Drop-off ends at 7:35am. If you are dropping students off after 7:35am, please utilize the Car Rider Drop-Off procedures detailed below.
7:35am-8:00am	South and West Gates will open at 7:35am. All students must be dropped off at either of these gates via car or walk up. Cars will line up at each gate using the instructions listed below. Students who are walkers may be walked to either gate by a parent or guardian and then walk in the gate. All students will report directly to the gym unless they are eating breakfast. Breakfast is available for all students from 7:35am-8:00am.
8:00am	Gates Close. 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.

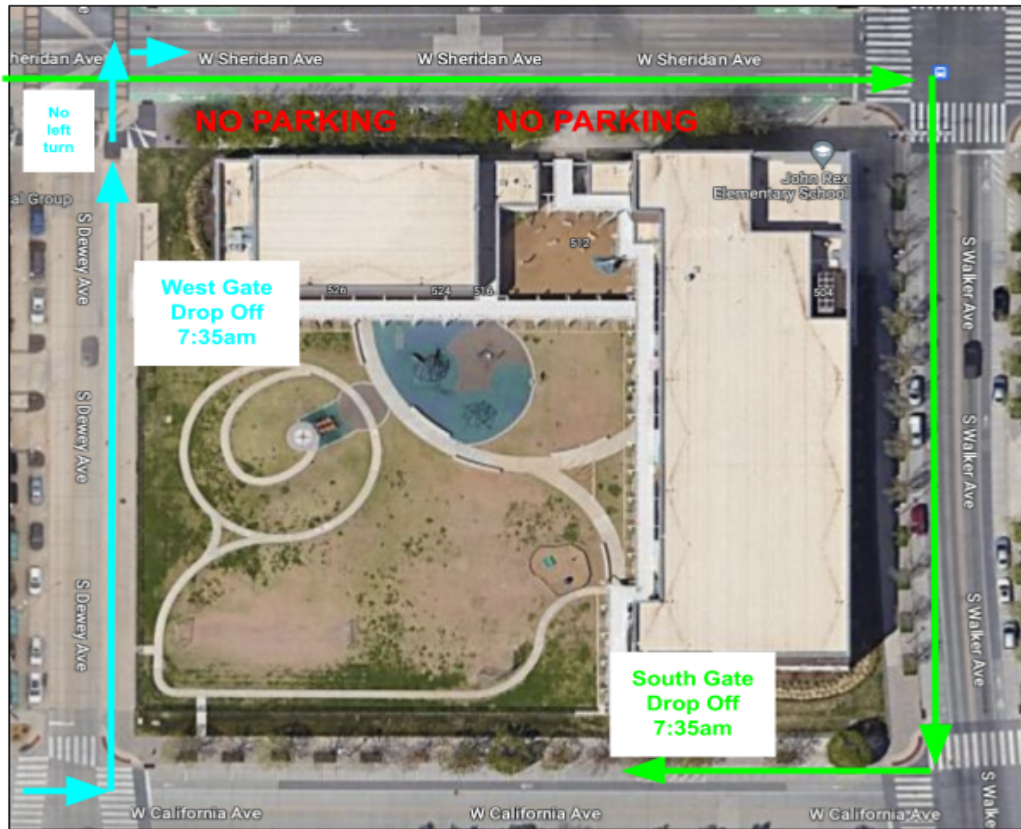
- **Walkers**

- Walkers will enter either the South or West Gate between 7:35-8:00AM. All walkers **must** be accompanied by an adult. Students who are walking **must** never be unattended until walking into the gated area of the school.
- Please note that walking to John Rex is intended for those who live within walking distance of the school.

- **Car Riders**

- **South Gate:** From Sheridan heading east (do not come in heading west), turn right onto Walker Ave.. Head southbound and turn right onto California Ave. into the loading zone.
- **West Gate:** From California heading east (do not come in heading west), turn left onto Dewey Ave.. Head northbound into the loading zone. After drop off, right turn or straight ahead only.
- 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.
- 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.
- Students can unload from PASSENGER SIDE of vehicle only. (Move booster seats to passenger side)
- ****NEW****The entire north side of the school (along Sheridan Ave), with the exception of the accessible parking space, will be blocked off and no parking or unloading is allowed. The front entrance of the school will not be open from 7:35-8:00am. Students will only be allowed in the south and west gates.

Elementary Morning Drop-Off Map



Elementary 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.
- If a student needs assistance buckling into a seat or booster, please pull forward first to allow other cars to load.
- **Dismissal Times:** 3:30pm (Monday, Tuesday, Thursday, Friday) and 2:00pm (Wednesday) for grades PreK-4th grade.
- **Dismissal Locations:**
 - **PreK, Kindergarten, & 1st Grade + 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 students.
 - **2nd, 3rd & 4th Grade Car Riders + Daycares**
 - **West 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 students.
 - **Walkers**
 - **Front Door/Lobby**
 - Students will remain in classrooms until their number is displayed. Students report to the front lobby. Car rider tag must be displayed to release students.
 - **YMCA Aftercare**
 - **Gym/Cafeteria**
 - YMCA staff will pick students up at 3:45 from classrooms/launchers and take them to the gym or cafeteria. Parents pick up and check out with the YMCA through Main Entrance ONLY.

Elementary Afternoon Pickup Map

