

2020-2021
Drop-off/Pick-up Procedures for St. James School

6 Feet = Safe Distance!

These procedures are for the safety of your children! Please review them.

- Masks must be worn at drop and pick-up by all students and adults.
 - Please observe the 6-foot distance rule and be patient.
- Drop off time: Grades K-8, 7:30 a.m. - 7:50 a.m. / Preschool, 7:30 a.m. to 8:00 a.m.
 - Temperatures will be checked for all upon entering the building.
- All students report directly to the classroom after temperatures are checked.
- Any changes in dismissal must be submitted in writing to your child's teacher and the office.

FIRST DAY FORMS & REMINDERS—[FIND FORMS BY CLICKING HERE](#)

- STUDENT EMERGENCY FORMS—ONE PER FAMILY NEEDED
- HOT LUNCH ORDERS AND MILK ORDERS
- UNIFORM POLICY—Until further notice, either summer uniform or gym uniform may be worn with sneakers.
- Dismissal on half-days is 11:25 a.m.

PRESCHOOL PROCEDURES

Please park and walk you preschooler into class using the side door down the stairs that faces the playground on the south side of the building closest to Harvey Pl.

KINDERGARTEN SEPT. 9TH — SEPT. 11TH ONLY

For the first three days of school Kindergarten families may buzz in one at a time at the office door starting at 7:20 a.m. and proceed up to the first floor straight ahead to the entry door of Kindergarten. Please line-up and wait patiently for your turn to drop your child. On Monday, Sept. 14th, Kindergarten students will follow the normal morning drop-off stated below.

BUS RIDERS

Bus riders will be temperature checked as they exit the buses and are to enter into school by the “Teacher’s Entrance” on the Monument Place side of the building. They will be directed by Mr. Lynch as they exit the buses. Once in the building all students are to report directly to the classroom in single file one at a time with 6-foot distances.

NORMAL CAR DROP PROCEDURES: By the gym doors at Monument Pl.

- Pull-up one car at a time on Monument Place to the gym doors and allow your children to exit the cars and enter the gym and promptly proceed to the turn-around at the end of street and out. Have all book bags and necessary items in hand. Please do not hold up the car drop to collect items from the trunk, etc.
- When dropping off at the gym doors, CHILDREN MAY ONLY EXIT THE CAR CURB-SIDE — this is very important for safety reasons!!
- Do NOT block the entrance to the parking lot next to the gym.
- If you wish to walk your child to the school entrance, please park in the large parking lot behind the church and observe the 6-foot social distance rule.
- Students MAY NOT be dropped at the office door (with the flag) prior to 7:50 a.m. unless accompanied by an adult to sign-in tardy.
- **No parent or guardian may enter the building or go up to see a teacher unless it is mutually agreed upon in advance. You MUST have an appointment to come into the school. Please respect this policy.**

TARDY ARRIVALS

- Any child who is arriving after 7:50 a.m. is tardy and must be signed in by a parent or adult guardian in the main office. Please observe all social distance practices (mask/6 feet). We ask your help in seeing to it that children come to school on time every day.
- Tardy students and all visitors should use the office entrance to the school after 7:50 a.m. (green door with the flag, closest to the playground across from the Parish Center).

DISMISSAL PROCEDURES: Dismissal is at 2:10 p.m. regular days/ 11:25 a.m. on half-days

- After School students will be picked-up by the ASP staff at 2:00 p.m.
- Bus students exit to their buses in line by grade level at 2:00 p.m. led by school by staff.
- **Parents may not enter the gym, but may gather safety outside the gym doors to collect car students.**
- Parking is NOT permitted along Broad Street from 1:30-2:30 p.m. and is subject to ticketing & towing.
- Children who travel by car will be held in the gym on designated “marks” for social distancing with staff supervision.
- Students will be released one at a time ONLY to parents/approved adults.
- ALWAYS FOLLOW THE LAW — HEED THE BLINKING BUS LIGHTS & YIELD/STOP.
- Walkers will be led out of the building to the corner of Broad St. and Main St.

EARLY DISMISSAL:

Parents/Guardians are to submit any early dismissals to the office in advance by note or email. Students must be signed out in the office when leaving early.