

Saint James School Drop Off Procedures



Drop Off Procedure: The one-way Drop-Off “Loop” provides a safe way to drop your child(ren) off at school.

- All cars must enter from Collyer Lane
- Turn right into the basketball court
- At the end of the lot, turn left and continue straight toward the GYM (see red arrow) entrance of the school
- All children should disembark the car on the PASSENGER SIDE in the Drop Off Zone marked on the map
- Once children have disembarked, proceed slowly, then turn right to exit on Collyer Lane
- Please be considerate of others’ time, by dropping your child(ren) off quickly and efficiently
- **The speed limit for the Drop Off Loop is 10 MPH. Please adhere to this restriction for the safety of all.**

Park and Walk Procedure: If you prefer to escort your child to the school entrance:

- Enter from South Finley Avenue
- Park in the lot between the Church and the White House
- Escort your child to the Gym Entrance, watching for cars in the lot
- **The speed limit in the parking lot is 10 MPH. Please adhere to this restriction for the safety of all.**

Saint James School Pick Up Procedures



Pick Up Procedure: The pick up procedure provides a safe way for children to be picked up after school. Please be careful and considerate when driving and parking in the lot.

- All cars must park in the White House and Church parking lot and parents/guardians walk to pick up zone
- **The speed limit in the lot is 10 MPH. Please adhere to this restriction for the safety of all**
- Students in grades PreKindergarten through 5th will not be released without the teacher making visual contact with parents/guardians
- Students in grades 6 – 8 may walk to their parents' cars in the lot
- Students will be advised that, should their ride not be there at dismissal, they are to return to the Main Office so a parent/guardian may be contacted

Any deviation from the normal dismissal process for a student must be communicated to the homeroom teacher. Students who are normally picked up, will not be allowed to leave the premises without a note from a parent/guardian. All students are required to leave the premises at 3:00 PM unless staying for a school supervised activity, no students may be on the premises after 3:00 PM unsupervised. Unsupervised students will be brought to the Main Office to wait until a parent/guardian picks him/her up.