



St. James the Apostle Catholic School 2021-2022

Closed Campus Safety Plan – Car Line Procedures

Starts Mon., Aug. 16, 2021 – First Day of School

Morning Drop-off:

7:00 a.m. – 7:40 a.m.

Afternoon Pick-up:

3:15 p.m. – 3:35 p.m.

**Please wait in the church parking lot until it is time to pick up your children.*

After 7:15 a.m., everyone uses the

SAME Car Line for Drop-Off and Pick-up

Upper Grade:

2nd – 8th ONLY

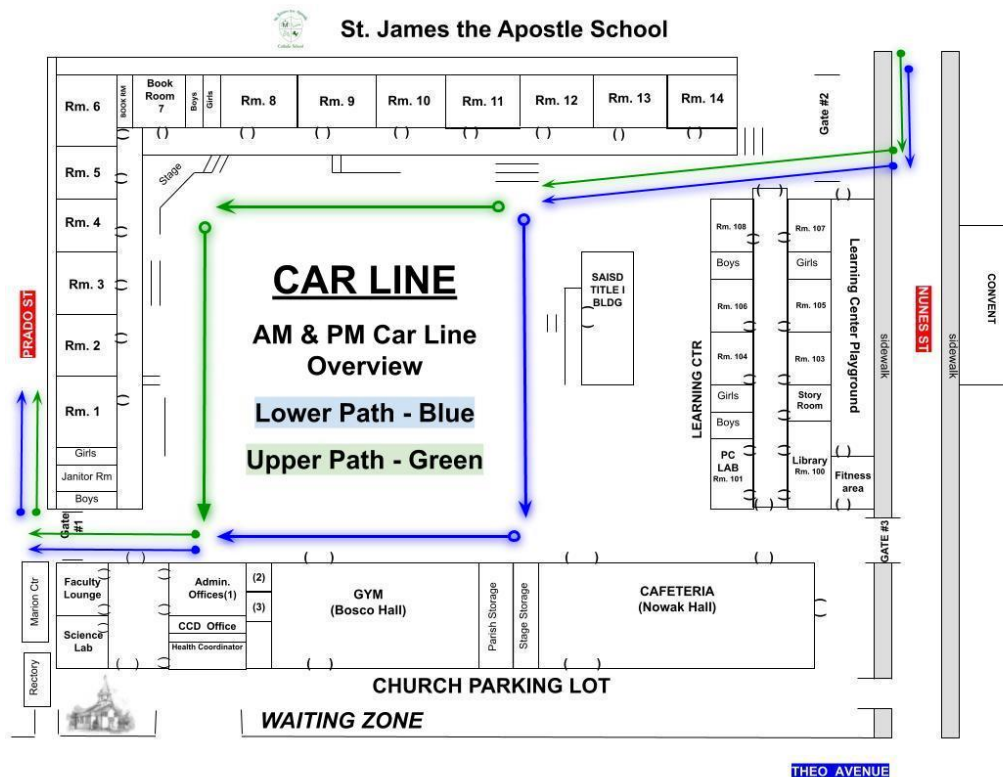
(NO children in lower grades)

Drop-off and Pick-up in front of the barracks – green path

Lower Grade:

Pre-K 3, Pre-K 4, Kinder, 1st and their older siblings

Drop-off and Pick-up in front of the gym – blue path



Closed Campus

To limit exposure, St. James the Apostle Catholic School will function as a closed campus.

- Visitors will not be permitted on the campus during the school day other than the front office.
 - Visitors are encouraged to only come on campus for extenuating circumstances.

Arrival & Dismissal

All students will use car line for arrival and dismissal. Family vehicles will enter via the Nunes Street gate and exit via the gate on Prado Street.

- Please drive from Recio to Nunes in order to turn right to enter the school yard.
- When exiting via Prado, please turn right on Nogalitos to limit the backup of traffic.



Suggested Traffic Route Directions

If exiting from I-35, then please travel west on W. Theo.

- Turn RIGHT on Bordoy St. (the first street).
- Turn LEFT on Recio St.
- Turn LEFT on Nunes St.
- Turn RIGHT into our Nunes St. Gate.

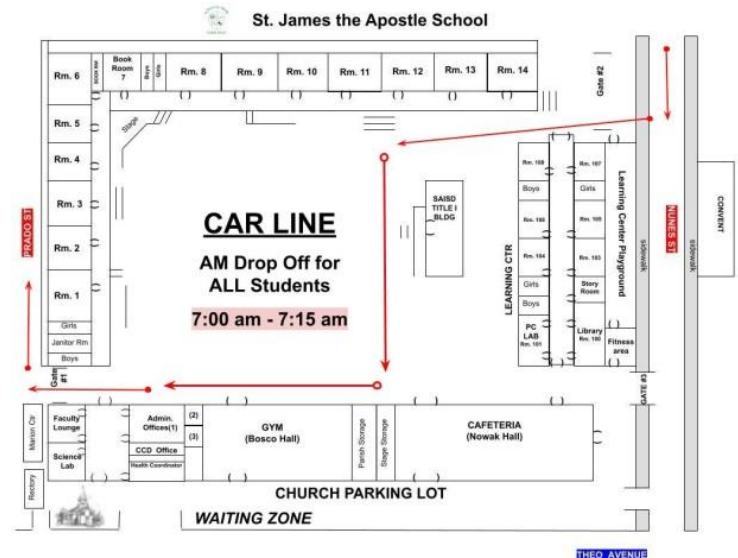


Car Line Drop-Off 7:00 am - 7:40 am

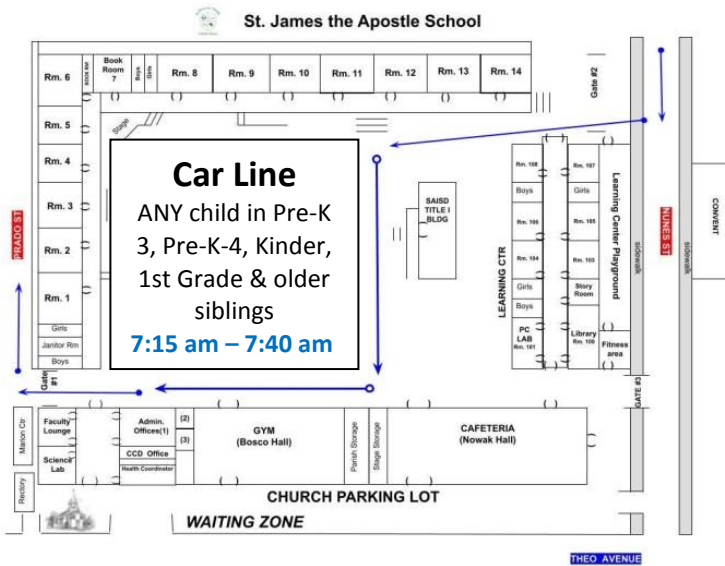
7:00 am – 7:15 am - ALL

Between **7:00 am – 7:15 am**, **all vehicles** will follow the path nearest the gym. After having their temperature taken students, will exit the driver's side and wait in the cafeteria until 7:15 am.

At 7:15 am, 2nd 8th grade students will walk to their classrooms, and ELC students will spread out in the gym.



Morning Drop-off 7:15 a.m. – 7:40 a.m.



7:15 am – 7:40 am

Lower Grade Path

ANY child in Pre-K 3, Pre-K-4, Kinder, 1st Grade with older siblings

Use the **lower grade path** nearest the gym if you have **ANY child in Pre-K 3 - 1st Grade**.

After having their temperature taken, students will exit the driver's side. ELC students will proceed to the gym. 1st-8th grade students will proceed to their supervised classrooms.

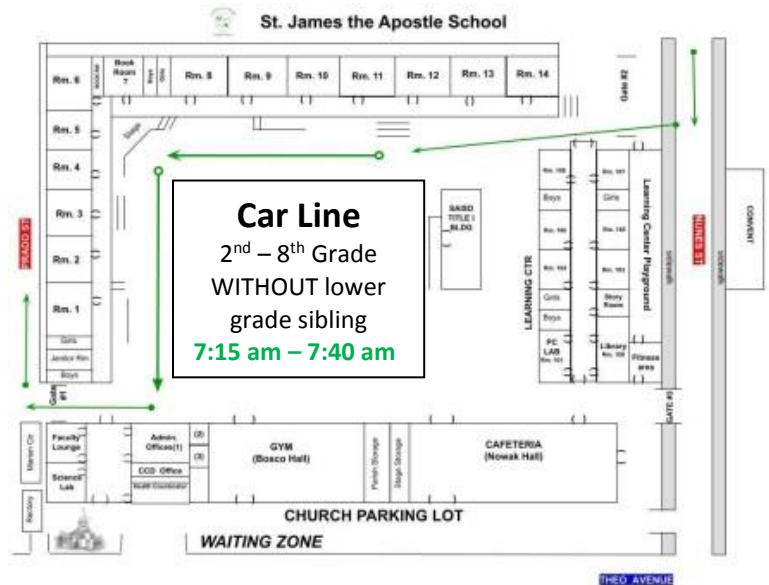
7:15 am – 7:40 am

Upper Grade Path

NO Pre-K 3 – 1st Grade child

Use upper grade path along the classroom barracks if you do NOT have any children in Pre-K 3 – 1st Grade.

After having their temperature taken, students will exit the passenger's side. 2nd-8th grade students will proceed to their supervised classrooms.



Students and parents must wear face masks during car line.

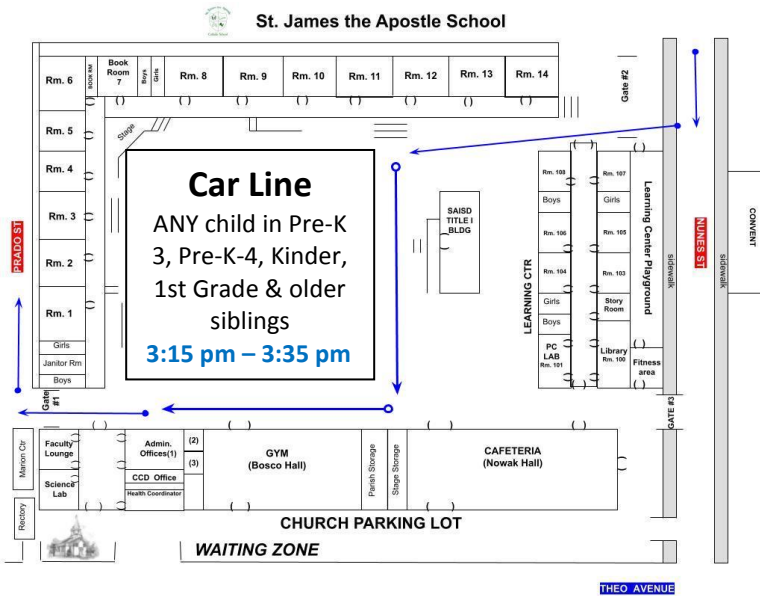
- Backpacks should be readily available with your child (not in the trunk of the car).
- A SJS faculty or staff member will take your child's temperature.
- ELC and 1st grade students will immediately proceed to the gym.
- 2nd – 8th grade students will immediately proceed to their supervised classrooms by walking along the walkway.

Afternoon Pick-up 3:15 – 3:35

3:15 pm – Nunes Gate Opens

Car Placard in Front Window – Every family will be given 4 school-issued nameplate placards with their child(ren)'s name(s) and grade(s). Please place the placard in the front window on the passenger side. A staff member will read the name over a walkie-talkie to the school office before you enter the Nunes gate. Child(ren)'s names will be called over the intercom. Teachers will supervise and ensure that each child enters the correct car.

PLEASE FOLLOW THE DIRECTIONS OF SCHOOL PERSONNEL.



Pre-K 3 – 1st Grade and their siblings

If you have children in 1st grade or lower, then your children and their upper grade siblings will be picked up in front of the gym. Vehicles will travel along the lower grade path nearest the gym. Your child(ren) will be called over the intercom system and will come to your vehicle with the assistance of a staff member.

2nd - 8th Grade ONLY

If you only have children in 2nd grade and above, then please use the upper grade car line. Vehicles will travel along the upper grade path nearest the classroom barracks. Your child(ren) will be called over the intercom system and will come to your vehicle with the assistance of a staff member.

At 3:35 pm, any remaining student will be taken to after school care. Fees will apply. We will always take care of our precious students. More information on afterschool care procedures will be coming soon.

Parents may NOT pick up their child in the last hour of the school day to alleviate crowding in the school office. If students must be picked up early, then please make sure to pick them up before the following times:

- 2 pm on regular school days
- 11 am on noon dismissal days

