

ST. JAMES - ST. JOHN SCHOOL

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October 2, 2008

Dear Parents,

After some careful observations and listening to many concerns, we again need to address several issues concerning the drop off procedure and rolling release because the correct procedures are not being followed and parents may not be aware.

Please read this carefully, and share this procedure with everyone who might be involved in transporting your children.

Drop Off Procedure

- Every child who is being driven to school is to be dropped off in the morning by using the cobblestone driveway.
- The driver must pull all the way to the fence of the Grinnell Estates.
- The driver does not get out of the car. This causes major problems.
- The child exits the car and driver continues to exit to County St.
- No cars are allowed to park in the parking area designated for residents of the Grinnell Estate. This has also become quite an issue and I have been informed that cars will now be towed away.
- No cars are to drive through the cones to drop off children rain or shine who are late. School begins promptly at 8:10am, if your arrival time is after 8:15 A.M., you must drop off your child at the front door and he/she will be marked tardy. The back doors will be locked at all times.

Rolling Release

- During heavy rain storms or snowstorms, we will begin releasing students at 2:10pm on an on call basis.
- **All students** will be released by the PreKindergarten door, students in grades K-3 will report to the cafeteria.
- Parents must come to the PreKindergarten door and inform school personnel who they are picking up so that an announcement can be made to call children out of class.
- Any students not picked up by 2:40 will be sent to extended care

Please observe these guidelines in order for us to maintain your child's safety. And as always if you have any questions or concerns, please do not hesitate to call me.

God Bless,

Cristina Raposo
Principal