



*Sts. John and Paul School*  
*280 Weaver Street*  
*Larchmont, NY 10538*  
*914 834 6332*

## Drop off and Pick Up Procedures

With the larger number of students being dropped off early and the staggered dismissal with PreK, we are asking for your cooperation and acceptance of these procedures to better secure the building and keep our community safe.

### **MORNING DROP OFF – Grades K - 8**

Students are to be dropped off in the gym.

We ask guardians to kiss and drop in their car.

If there is a need for the guardian to enter the building, a receptionist will be at the gym doors to sign them in and direct them.

### **DISMISSAL – Grades K - 8**

Guardians are to **stay in their cars AND away from the gym doors until the last bus has left.**

Bus dismissal is unchanged.

Once the buses have departed, guardians are welcome to enter the gym.

Middle school dismissal is unchanged. However, no guardians are permitted to enter middle school doors.

The main vestibule area will be roped off. No one is to enter the school area without checking in with the receptionist on duty.

### **EARLY PICK UP at the end of the day:**

An early pick up must be called in before 2:30pm – Please call before you arrive.

The child will be waiting for you in the gym vestibule.

### **PreK - only**

PreK DROP OFF:

- PreK will enter the school at the church doors. Mrs. Haley will greet you.
- If you wish to escort your older children to the gym you must exit the building at the church doors and re-enter at the gym doors.
- However, your older children are permitted to walk to the gym through the school.
- If you need to go to the office you must re-enter at the gym doors.

PreK DISMISSAL:

- The children will be in the church vestibule waiting for pickup.
- If you are past the pick up time your child will be in their classroom.
- You **must** enter at the gym and your child will be brought to you.

The receptionist at the gym vestibule will remain on duty until 4:15pm.

SECURITY COMMITTEE:

Mrs. Gianni is forming a formal security committee for the school. If you are in this field and interested please reach out to her directly. [Fgianni@sjpschool.org](mailto:Fgianni@sjpschool.org)