



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.

Parking and driving on the property - PLEASE be kind and courteous. Park in actual spaces not the fire lanes. If no spaces are available, there are plenty of spaces on the side streets.

MORNING DROP OFF – Grades K – 8 (doors open at 8:00am)

- No student should be left unattended before the doors open.
- Students are to enter the gym and wait for prayers to begin. No student is permitted to go to the classrooms or to their lockers.
- 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 requested to **stay in their cars AND away from the gym doors until the dismissal bell.** The lower lot is a closed lot. See diagram for parking in the cue. Enter the lower lot at Weaver Street ramp. Exit the lower lot on Cooper Lane. Upper Lot parking is very limited.
- No guardians are permitted to enter any door except the gym doors and when entering everyone must check in with the receptionist on duty.
- Bus dismissal is unchanged – buses are loaded by the Church steps.

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 at 8:30 am:

- PreK will enter the school at the church doors. The PreK aides will greet you. Do not park your cars in the fire lane. If you are getting out of your car you must park the car.
- If you have older children, the PreK child can be dropped with the older children with the receptionist at the gym.
- 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 or after 3 they will be in the office, then you **must** enter at the gym and your child will be brought to you.
- If your child has older siblings they will be waiting for you in the Art Room for pick up at the upper grade dismissal time.

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