



# J. PAUL TAYLOR ACADEMY

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



## JPTA Drop Off and Pick Up Procedures

Student Safety is our first priority!

Please know that school parking lots are not designed to handle the number of vehicles that come to campus at the beginning and end of each school day. Your patience, understanding, and support of “Operation Cooperation” is appreciated. The JPTA staff does everything they can to encourage parents to follow the parking lot rules and maximize the flow of traffic. The staff knows that your time is precious, but the safety of every student is our first priority.

- **Please pay attention to signage and local ordinances.**
- **The front (nearest the front office) is NOT for drop off or pick up.**
- **Cross at the crosswalks/street corners. Never walk across the drop off/pick up zone.**

### **Student Drop Off in the Mornings:**

- Please follow the directions of staff members on duty.
- Students can be dropped off at the drop off lane beginning at 7:30 am. No students are allowed on the campus until 7:30am when staff begin morning duty.
- Cars are to enter the drop off lane by way of driving north on Reymond St. and taking a right on Mountain Ave.
- Excess cars that cannot pull into the drop off lane must wrap around west on Mountain and onto Reymond St. directly against the curb.
- Pull forward along the curb to the staff member before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Say your goodbyes before your turn to unload – this will help keep cars moving in line.
- Please refrain from conversations with staff in the drop off lane. If you need to speak with a staff member, please park in the JPTA parking lot located on Reymond St. and enter the building.
- Only students in the front vehicle may exit the car, one car at a time. This prevents cars passing to get out of the drop-off zone and potentially clipping the exiting car or pedestrians.
- Students are to exit their vehicle only on the passenger side and they must be able to get themselves out of the car without any help from their parent.
- Parents are to remain inside their cars – do not leave car unattended.
- Children are to always walk on the sidewalks and not too close to the curb.
- After your child exits the car, parents are to pull forward and turn right onto Mountain Ave.
- School starts promptly at 8:00am. A student will be tardy if they are not in their classroom at this time. Students typically line up at 7:55am to prepare for class.
- Breakfast will be available in the cafeteria from 7:30-7:50am. Breakfast will not be served in classrooms.

### Student Pick Up in the Afternoons:

- Pick up begins at 3:15pm.
- Please follow the directions of staff members on duty.
- Cars are to enter the pick up lane by way of driving north on Reymond St. and taking a right onto Mountain Ave.
- Excess cars that cannot pull into the pick up lane must wrap around west on Mountain and onto N. Reymond St. directly against the curb.
- Move forward in the pick up lane to the staff member before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Please refrain from conversations with staff in the pick up lane. If you need to speak with a staff member, please park in the JPTA parking lot located on Reymond St. and enter the building.
- Students are to enter their vehicle only on the passenger side and they must be able to get themselves inside the car without any help from their parent.
- Parents are to remain in their vehicles - do not leave vehicles unattended in the parking lot.
- Children are to always walk on the sidewalks and away from the curb.
- After your child enters the car, parents are to pull forward and turn right onto Mountain Ave.
- If you arrive before 3:15pm, please do not go directly to any of the classrooms, nor the playground area. If you need to enter the school you must enter through the main entrance and check-in at the front office.
- Students are only to walk to their car when directed by a staff member.
- Afterschool Care & Enrichment students must be picked up by parking in the JPTA parking lot on Reymond, entering through the main entrance and signing the student out with the providers.
  
- Children who are not picked up by 3:30 will be taken to the front office for pick up.
- Occasionally, a parent will encounter situations where these times do not work. In these unique circumstances, please call the office and we will work to accommodate your needs.
- Only people listed on the emergency medical card will be allowed to pick up your child. If the office staff is unfamiliar with the person asking for your child, he/she may be asked to show a picture ID. Please make sure he or she is prepared to show it. Under no circumstances will a child be released to a person under the age of 18.

### Walking your child into school or picking up within the building

In the event that you wish to walk your child into school or pick up within the building, please park your car on Armijo (east side of playground) which is preference or in the JPTA parking lot. Please enter the building at the front office.

### Students walking to/from school

For students who are given permission to walk to school or walk home after school, students are to walk to/from their home or pick up or drop off no closer than Pioneer Park. **This program may not be used as an excuse to drop off or pick up students at the front or closer than the park.** Misuse of this program may result in revocation of this privilege and the parent would then be required to either use the drop off lane or enter the building to check in/out their child.