



## Arrival Procedures

### STUDENT ARRIVAL:

- Students may enter our building at 8:40am each day.
- All students will enter the building through our Farragut Street entrance.
- Upon arrival, all students will proceed to their assigned grade-level lines (will be marked with signs) to await entry into the building.
- Car riders will enter through our “Kiss and Ride” line on Farragut Street and will be directed to their grade-level lines to await entry into the building. JLES staff will be on-hand to support unloading scholars in the “Kiss and Ride” line and to assist with traffic.
- **No student is permitted to enter our building prior to 8:40am unless they are in an approved activity before school**

**There is no parking allowed along the front of our building on Farragut Street. This space is reserved for student drop off only.**

## Dismissal Procedures

### STUDENT DISMISSAL:

- Car riders and walkers will be dismissed from their assigned exits.
- Pre-K: Farragut Street Exit (will remain in the building until parents arrive)
- K – 1<sup>st</sup> Grades: Farragut Street exit (will wait in grade-level lines outside)
- 2<sup>nd</sup> - 5<sup>th</sup> Grades: Gallatin Street exit (will wait in grade-level lines outside)
- If a student has a PK-1<sup>st</sup> Grade sibling(s), they should meet at the pick-up location of their youngest sibling at the Farragut Street exit.
- All students must be picked up **by no later than 3:30pm.**

**There is no parking allowed along the front of our building on Farragut Street and Gallatin Street. This space is reserved for car rider pickup only.**

### DISMISSAL FROM AFTERSCHOOL PROGRAMING - 3:30 – 6:00pm

- Afterschool programming begins on **Tuesday, September 5<sup>th</sup>**
- Students participating in our afterschool programming will need to be signed out at the main counter in the library by their parent or guardian.
- The security officer will radio for the student, and they will be sent to the Farragut Street entrance for parent/guardian pick-up.
- All students must be picked up by no later than 5:30pm (PK-1<sup>st</sup>) or 6:00pm (2<sup>nd</sup> – 5<sup>th</sup>). Failure to adhere to on-time afterschool pickup will result in the student's removal from the afterschool program.