



JACKSONVILLE COUNTRY DAY SCHOOL

Daily Arrival and Dismissal Procedures

Arrival Procedures

School begins promptly at 8:10 a.m. and children are expected to arrive in their classes between 7:45 a.m. and 8:10 a.m. Students arriving on campus prior to 7:45 a.m. must go to the Smith Center lobby for extended care's early arrival program, which begins at 7:15 a.m. Students may not enter their classrooms before 7:45 a.m. If arriving after 8:10 a.m., a parent will need to take his/her child to the main office to check in and then escort him/her to the classroom.

Please Note: Parents are welcome to park and walk their students to class. Parking is not permitted in any of the circles, green, blue, yellow, or Deerwood at any time. For the safety of students, parents, faculty, and staff, cars are not permitted to pass others in the circles at any time.

In addition, if your child(ren) will not be at school (illness, etc), you must send an email to your child's teacher and copy the main office (office@jcds.com).

- **Pre-K 3** Arrival for Pre-K 3 students and their siblings is in the green circle. All Pre-K 3 students will be escorted to their classroom by a staff member or a member of our Leadership Corps (6th grade students selected by our staff). (Turn left upon entering the JCDS campus and left again at the 4-way stop sign to access the green circle.)
- **Pre-K 4, Kindergarten, and Grades 1 - 3** Arrival for students in Pre-K 4, K and grades 1 - 3 is in the blue circle surrounding the flagpole area. (Turn left upon entering the JCDS campus and go straight at the 4-way stop sign to access the blue circle.)

If your child is a Pre-K 4 or K student, he/she has the opportunity to be escorted to class by a staff member or Leadership Corps member.

After the first few weeks of school, children in grades Kindergarten - 3rd are encouraged to walk to class independently after drop-off in the blue circle.

- **Grades 4 - 6** Students in grades 4 - 6 should be dropped off in the yellow circle, which is next to the Smith Center. (Turn right upon entering the JCDS campus to access the yellow circle.)
- **Deerwood Path** Students may use the Deerwood Path to enter campus between 7:45 a.m. and 8:10 a.m. Please note that students using the Deerwood Path will not be escorted to class by Leadership Corps or by JCDS faculty. Parents may walk their students to class as long as they return to Deerwood before 8:10 a.m. when the gate will be locked.



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Dismissal Procedures

Dismissal times are staggered depending on grade level. For safety reasons, families with multiple children are required to use the dismissal area of the youngest child. Please note that dismissal procedures and locations may vary depending on campus events, weather, and other factors. You will be notified of any changes.

- **Pre-K 3** Students are dismissed at 12:00 p.m. or at 1:30 p.m. and these dismissals take place at the Green Circle.

Please Note: Students staying for extended care may also be picked up at the green circle at 3:05 p.m. After this time, parents must park in the parking lot and walk to the designated area to sign out their students.

- **Pre-K 4 and Kindergarten** Students are dismissed at 1:30 p.m. from either the blue circle or the Deerwood Path.

Please Note: Students participating in enrichment activities or extended care will be escorted to the appropriate area with a teacher-to-teacher hand-off. Students may be dismissed at 3:05 p.m. from either the blue circle or the Deerwood Path. After this time, parents must park in the parking lot and walk to the designated area to sign out their students.

- **Grades 1 - 3** Students are dismissed at 3:05 p.m. from the blue circle or the Deerwood Path.

Please Note: Students participating in enrichment activities or extended care will be escorted to the appropriate area with a teacher-to-teacher hand-off. Dismissal from enrichment activities will be announced at the start of each program. Students participating in extended care may be picked up by parents after the parent has parked in the lot and walked to the designated area to sign out their students.

- **Grades 4 - 6** Students are dismissed at 3:05 p.m. from the Yellow Circle or the Deerwood Path.

Please Note: Students participating in enrichment activities or extended care will be escorted to the appropriate area with a teacher-to-teacher hand-off. Dismissal from enrichment activities will be announced at the start of each program. Students participating in extended care may be picked up by parents after the parent has parked in the lot and walked to the designated area to sign out their students.