



Kevin Klein, Principal  
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6555 State Road 16  
St. Augustine, FL 32092

Warrior Families,

We have provided a few details about morning arrival procedures. I want to thank you ahead of time for your patience as the beginning of the year routines may take some time. Over the years we have worked together in ensuring the best procedures and the utmost safety for children.

The double doors entering the building are for student use. Parents will not be able to enter those doors to walk their child to class. We have plenty of supervision and will assist your child in finding their destination. Being excited about your child's independence will provide the encouragement they need to feel confident.

If you are planning on dropping your child off, please encourage them to be completely ready to unload the car as soon as you stop. We do have safety patrols to assist with opening car doors, however, most students are capable of doing this on their own.

While official drop-off begins at 8:05, we provide early supervision starting at 8:00 to help families avoid the morning rush and ensure students can arrive without delay. Between 8:00 and 8:10 a.m. is the ideal window for drop-off—traffic is light, and students have time to settle in and prepare for the day ahead.

Punctuality matters. Students who arrive on time can:

- Participate fully in morning routines
- Join important family time or instructional lessons that start promptly at 8:25
- Take advantage of extra practice in ELA, math, and more, which sets them up for success

Teachers begin teaching immediately at 8:25, and missing even a few minutes means your child loses valuable learning time.

Think of the school day like a flight. Arriving late is like missing your boarding call. Our "learning flight" takes off sharply at 8:25 and doesn't "land" until dismissal at 2:45.

Adult supervision ends at the 8:25 bell. If you recognize the adults are walking back into the building and the double door in the parent drop off loop is closed, this signifies that all students unloading after 8:25 are considered tardy and must be escorted into the front office by the parent to sign their child in and for the child to receive a tardy note.

The SJCS D Student Code of Conduct book details that: *Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Disciplinary action for unexcused tardiness shall be progressive, may include Level 1 consequences.* Further, tardiness is actually not being in the classroom, not just on campus

Thank you for your attention and continued support in building strong habits and respect for learning time.

Other important information:

- We do have several students with special needs. Those parents may bypass the line so they can park in one of the four handicapped spots. Prior to moving forward after your child has exited the car, please look in your side rearview mirror.
- Always look to the adult supervision to help direct the traffic.
- Safety patrol students are dismissed at 8:20 a.m. to allow them to be in class on time. After 8:20, adult supervision will be limited. Students arriving after this time must be able to exit their vehicles independently.
- If students are having difficulty exiting the car in an efficient manner, the adult supervisors may attempt to help you get around that car so we can keep the line moving. However, please let the adults provide the extra support.
- If you recognize that students have exited the car in front of you, patiently stay behind them a few seconds to begin moving forward. If the line isn't moving, it most likely is because the PSA is holding us up. Please maintain your place in line. If I'm out there I usually stand facing the road to indicate that is the reason why we are waiting.
- As you are approaching SR16, try to avoid a significant gap between you and the car in front of you. The PSA recognizes this and then stops the momentum.
- The PSA must leave by 8:20 to be at a different location on time. We will not have anyone else who would be able to direct traffic. Be prepared that it will take some time to get out onto SR 16.

Partners in Learning,

*Kevin Klein*

Principal