



# JOHN ADAM MEMORIAL SCHOOL

120 Montée des Bouleaux, Delson, Québec J5B 1L7

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@JohnAdamrsb (twitter)

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SCHOOL: 450.550.2503

DAYCARE: 450.550.2603

## PROCEDURES

### MORNING DROP-OFF

	DAYCARE STUDENT	NON-DAYCARE STUDENT
TIME	The earliest your child can arrive at school is 6:45am.	Not before 7:50am
ENTRANCE (never through Staff Parking Lot)	Through the Front Door (on Mtée des Bouleaux)	School Yard (corner Boardman & Mtée des Bouleaux)  You <b>cannot</b> leave your child before that time as we do not have supervision prior to 7:50am;
START OF DAY	The bell rings at 8:00am to allow your child into school.  If you arrive anywhere between 7:50am & 8:00am, once again, your child enters by the school yard;	
ADMIN OFFICE	<b>OPENS AT 8am</b>	
LATES (after 8am)	Please <b>accompany</b> your child to the <b>main office</b> .  We will tend to you once we are available.	

### AFTERNOON PICK-UP

	DAYCARE STUDENT	NON-DAYCARE STUDENT
TIME	Students start daycare at 2:35pm  *If ever you are coming to pick up our child at the bell, please communicate with Daycare before 1pm. Pick up will be at 2:35pm by the school yard.	Students start going to the buses at 2:35pm.  Please wait for them on the outside of the school yard (by the gate).
Pick-up	Not before 2:50pm as we need to take attendance.  <b>You <u>can</u> enter by the staff parking lot.</b>	Buses leave at 2:50pm
ADMIN OFFICE	<b>CLOSES AT 3:30PM</b>	