



St. Joan of Arc Church

OFFICE OF RELIGIOUS EDUCATION

101 EVANS ROAD, MARLTON, NJ 08053

856-983-7575 - REM@STJOANS.ORG

Arrival/Dismissal Procedures - Fall Program 2025-2026

Class Arrival Instructions

Parking - You may park in any of the designated spots on the campus on arrival.

Entrance - For arrival, everyone will enter through the front doors of the school, facing the main parking lot.

Grades 1st and 2nd - Children in 1st and 2nd grades must be walked to the classroom by an adult. (Please see our classroom location guide below.)

Grades 3rd - 8th - Children may walk to the classrooms by themselves; if you would like to walk your child to the classroom for the first week, you are welcomed to do so.

If your 3rd-8th grader is walking into the building without you, please note: In order to keep everyone safe, children are not permitted to walk through the parking lot without an adult. You may drive around to the front door of the school and let your child out there, either to the coned-off area in front of the school, or directly to the front doors.

Classroom location Guide:

Classrooms KA, KB, 1A, 1B, 2A, 2B, 3A - Main floor of the school; enter through the front doors and make a left down the hallway (signs will be up on the classroom doors).

Classrooms 3B, 4A, 4B, 5A, 5B, 6A, 6B, 7A, 7B, 8A - Second floor of the school; enter through the front doors of the school, make a slight right and walk up the staircase (signs will be up on the classroom doors) .

Please see the last page for an overhead of our main parking lot with designated safe zones, parking flow, etc.

Dismissal Instructions

Parents with children in 1st-3rd grades - 6:20 Dismissal:

When you arrive for dismissal: Please park in designated parking spots in the lot behind the church and school, and enter through the white cafeteria doors (we will have signs up on the doors for our first few weeks of classes). Please do not form a car line in the back lot.

Dismissal: Your child will be with his or her catechist in the cafeteria, and you will sign your child out with the catechist before leaving. Children in grades 1st through 3rd can only be dismissed after they have been signed out by an adult, either a parent or other adult designated by the parent. To designate other adults to pick up, you must [fill out this form](#) (you can fill this form out and add other adults any time during the year). **If you have older children to pick up (grades 4th-8th), please remain in the cafeteria to meet them after they are dismissed. Please let your older child know that he or she should go to the cafeteria at dismissal.**

Exiting the campus: Please exit through the white cafeteria doors and leave the campus via the Evans Road exit, behind the cafeteria. (See picture below.)



Parents with children in grades 4th-6th - 6:25 Dismissal:

If you also have a child in grades 1st-3rd, please see the instructions for dismissal for 1st through 3rd grades

When you arrive for dismissal: Please park in the main lot, which is the lot central to the church and school. You can also use the lot on the side of the church.

Dismissal: Please come into the school through the front doors (which face the parking lot). Your child will be dismissed to the main entrance area in the school and will meet you there.

Exiting the campus: When leaving the parking lot, please exit from the Evans Road exit near the convent, or the main campus exit which puts you onto Willow Bend Road. *Please see the next page for a picture of these exits.*

Parents with children in grades 7th-8th - 6:30 Dismissal:

If you also have a child in grades 1st-3rd, please see the instructions for dismissal for 1st through 3rd grades

When you arrive for dismissal: Please park in the main lot, which is the lot central to the church and school. You can also use the lot on the side of the church.

Dismissal: Your child will be dismissed and can come out to the coned-off sections of the parking lot to wait for you. You can either park and walk to meet your child in this section, or drive up to this section so your child can get into your car safely. *Children may not walk through the parking lot unaccompanied, for safety reasons.*

Exiting the campus: When leaving the parking lot, please exit from the Evans Road exit near the convent, or the main campus exit which puts you onto Willow Bend Road. *Please see the next page for a picture of the exit.*

Main campus exit onto Willow Bend Road



**View if you're standing in front of the church,
facing Willow Bend Road**

Evans Road exit near the convent



**View if you're standing in the main parking lot,
facing Evans Road**

St. Joan of Arc RE Parking Lot Flow Chart – Please follow the map below for the flow of cars in the parking lot. Also please relay this message to your carpool or any other people picking up your child.

