



Arrival/Dismissal Policy

Arrival – Between 8:15 am – 8:30 am
Dismissal – Between 3:00 pm – 3:15 pm

ARRIVAL PROCEDURES (8:15 AM – 8:30 AM)

1. Please do not enter the building for simple drop off / pick up procedures.
2. Stay in your car and use the pickup line.
3. If your child arrives before 8:15 am, she/he will be put in the before-school Enrichment Program AND YOU WILL BE CHARGED. It is important to us that your children are being taken care of and supervised at all times.

Preschool Arrival: Drop your student off to his/her classroom and SIGN IN.

Kindergarten through 12th Grade Arrival: Drop your student off at the front door, one vehicle at a time.

DISMISSAL PROCEDURES (3:00 PM – 3:15 PM)

1. Please do not enter the building for simple drop off / pick up procedures.
2. Stay in your car and use the pickup line.
3. Parents/guardians will enter the pickup line and display their family name placard in the car window each day. *You will receive two official name placards to place in your vehicles window. If they become lost or stolen please alert the office immediately. Replacement placards will be \$5.00.*
4. Parents/guardians conducting school business or making teacher contacts at the end of the day need to pick up their students prior to doing such business. Always call the office to make an appointment regarding teacher or staff meetings.
5. Students not picked up by 3:15PM will be escorted to the Enrichment Care room, where the appropriate fee will be applied. Parents will have to enter the building to sign the student out.
6. Students can only be dismissed to parents/guardians or those listed on their Arrival/Dismissal plan form. You **MUST** call the office to change the pick-up person, please inform alternate pick up of your security question and answer.

Preschool Dismissal: Pick your student up from his/her classroom and SIGN OUT.

Kindergarten through 12th Grade Dismissal: A FOECA Staff/Faculty will meet you at your vehicle. The FOECA Staff/Faculty will radio in and the student(s) will be released to your vehicle.

PLEASE NOTE:

If your child arrives before 8:15am, she / he will be put in Before School Enrichment Program, AND YOU WILL BE BILLED.

If you arrive after 3:15pm without notifying the office, your child will be put in after-school Enrichment Program, AND YOU WILL BE BILLED. In addition, you will have to come in the building and sign him/her out.

It is important to us that children are being taken care of and supervised at all times!

Arrival/Dismissal Form

Arrival / Dismissal Policy For:

Child's Name _____ Child's Name _____

Child's Name _____ Child's Name _____

_____ I will pick up my child / children.

_____ Allow my child / children to walk or ride his/her bike home.

_____ My student will be driving. Make/Model: _____ Lic #: _____

_____ Allow my child / children to go home with

_____ Name

_____ Phone Number

_____ Name

_____ Phone Number

_____ Name

_____ Phone Number

_____ Special Instructions: _____

Security Question (circle one): Mothers Maiden Name, Pet Name, Grandmas Phone Number, Number Sequence, Church You Attend, Do You Have a Pool, Your Favorite School ☺

Answer: _____

- If there are any changes to this Arrival/Dismissal Plan, I must notify the office the day of the change in writing OR or **phone call**.
- I understand that once my student is off the FOFA premises, he/she is my (the parents, guardian) responsibility.

My signature below affirms that I have read, understand, and agree to the above Arrival/Dismissal Policy.

_____ Father's Signature

_____ Date

_____ Email Address and/or Phone Number

_____ Mother's Signature

_____ Date

_____ Email Address and/or Phone Number