Student Hours for Students are 9:15 am - 3:25 pm
School Office Hours are 8:15 am - 4:30 pm

Arrival Procedures

Students may not report to school prior to 9:00 am as there is no supervision for his or her safety until after that time. Students will assemble at the side door near the Nurse’s office. All students may begin entering the building at 9:00 am. Pre-K students will enter through the front door and report to the multi purpose room to meet the teacher. The teacher will escort the students to the classroom. All other students (K-6) will enter through the side door, near the nurse’s office and report directly to their classrooms. Parents are encouraged to let children enter the school building independently.

For the safety of all students, vehicles may not enter the parking lot in front of the school when buses are loading and unloading and students are walking to the entrance doors.

Instructions for Car Rider Drop Off:

Parents should not drop off their children before 9:00 am. There is no supervision before 9:00 am. Parents must enter the side parking following the direction of the assigned staff members. Parents should follow the following procedures when dropping off his or her child(ren):

1. Cones and staff members will be near the sidewalk and crossing area in which students can exit the car and walk to the entrance doors.
2. Students should never exit the vehicle on Oxon Hill Road. All students must exit the vehicle in the parking lot with the assigned staff member(s).
3. Parents should follow the direction of the staff members in pulling up to the drop off area.
4. Parents should not exit their vehicle. Staff members will assist when you pull up to the drop off area.
5. Parents should wait to be directed to move forward and/or pull out from the drop off area and be careful as they put out onto Oxon Hill Road.
6. There will be no idling and/or parking in the drop off area. If you need to enter the school with your child(ren), please park in an authorized parking spot in the parking lot and report to the main office with your current government issued photo ID. Please do not block any parked vehicles or park in the fire lane.

**Dismissal**

Students are dismissed in this order:

1. Daycare and parent pick up
2. Walkers
3. Bus riders

**For Students Picked Up in Pre K and Kindergarten**

- Parents/Guardians/Daycare Providers picking up Pre K or Kindergarten students should **enter the cafeteria from the rear exit door at or after 3:15 pm and come to the front of the cafeteria and stand on the right hand side near the window** until an announcement is made for dismissal.
- Parents will sign out Pre K and Kindergarten students at identified tables with their teacher after presenting a current Photo ID.
- Parents and students will exit through the rear cafeteria door.
- Due to limited parking, some parents are parking in other locations. If so, you may only cross the street with the crossing guard or at the crossing light (near CVS). This procedure is in place for the safety of all students.
For Students Picked Up In Grades 1-6

- Parents/Guardians/Daycare Providers picking up students should **enter the cafeteria from the rear door and remain in the back of the cafeteria** (behind the sign-out table) until students have been dismissed from class.
- Students will enter the cafeteria and have a seat at the designated tables.
- When parents/guardians/daycare providers see the student they are picking up, they may sign him/her out with the identified Fort Foote staff member after presenting a current Photo ID.
- Students will remain seated until their parent/guardian/daycare provider has signed them out and they are called to join the adult picking them up.
- **Students and Parent/Guardian will exit through the rear cafeteria door.**
- Due to limited parking, some parents are parking in other locations. If so, you may only cross the street with the crossing guard or at the crossing light (near CVS). This procedure is in place for the safety of all students.

Walkers (All Grade Levels)

- At the appropriate time an announcement will be made for all student walkers to be dismissed. They will walk down the hallway and exit through the exterior door in the main hallway near the Nurse’s office. (This is the same door students enter the building in the morning). Students are directed to walk directly home, following the directions of the crossing guards in front of the school and at the corner of Oxon Hill Road and Kirby Parkway.

Bus Riders (All Grade Levels)

- At the appropriate time, staff will begin calling students who ride a school bus. All Pre K and Kindergarten bus riders will be placed on their bus by their teacher/designated Fort Foote staff member.
- The staff will begin calling student bus riders by their bus route number and color (example route 749 – orange bus).
• Students will walk down the hall and board their bus for dismissal. Student patrols/staff will assist by standing at each bus holding a color coded flag identifying the bus color (example – Route 749 will hold up a orange flag).
• Several announcements will be made for all student bus riders allowing them ample time to board their bus before buses are authorized to leave the school parking lot.

**After School/Extracurricular Activities for Students**

Students staying after school for extracurricular activities must remain with their classroom teacher until called to the cafeteria.

**Accommodations for Students**

Students requiring accommodations will receive support from Ms. Goggins, Professional School Counselor and Mr. Kearns, Special Education Chairperson.

**Late Pick-ups**

Students must be picked up on time each day. If you are late, the child will be supervised in the main office by staff. The teacher/staff members will contact the parent to inform them that their child is waiting in the main office and must come into the building to sign them out once they arrive.

*No child may be dropped off or picked up by Uber, Lyft, or Taxi unless they are with the parent/guardian.*

If a child is to be dismissed to a different location, parents must send a note indicating the date and the change to take place. A child may not visit another child’s home after school or be transported by a person not in your family without prior written parent approval. This rule is for all children’s safety. If a student does not bring a note to school, we will insist that he/she follow the normal dismissal routine. Verbal permission will not be accepted. Once a student has boarded the bus, the student will not be removed from the bus. If you do not wish
your child to ride the bus on a particular day, a note must be received prior to dismissal.

**Reminder to students for dismissal:**

- Remember the items and materials which must be taken home, and have them ready. You may not return to the room after dismissal.
- Walk quietly in the hallway during dismissal. Do not run, yell, or cause a disruption as you proceed to your dismissal area.
- Go directly home - you may not remain on school property unless you are involved in a supervised activity.

**Early Dismissal**

Occasionally, you may have to sign your child out of school for an appointment. If you must do so, the child must be signed out in the Main Office before 3:00 pm. There are to be no early departures between 3:00 pm and 3:25 pm. This is one of the most important times of the day, and classes cannot be interrupted. During the conclusion of the day, teachers are reviewing work covered, making certain that students understand the homework assignment, and the students get all materials in their book bags. Parents are not to enter classrooms at this time, and under no circumstances are they to leave with a child during this time.

**Visitors**

REMEMBER, ALL VISITORS MUST SIGN-IN IN THE MAIN OFFICE. THIS IS FOR THE SAFETY AND PROTECTION OF ALL OF OUR STUDENTS.

Parents are asked to send a note to the child’s teacher. The note will be given to the school office for verification. No verbal authorization to remove a child from the premises will be accepted. Parents must update their emergency contact list annually, or as needed to include all authorized adults who may remove the child from the premises.
When arriving to pick up children for early dismissal, parents must report to the main office. Every adult that wishes to pick up a child from school must show a valid, government issued picture ID. There will be no exceptions.

Parents/guardians will sign the child out in the Early Dismissal log stating the reason for the early dismissal. Office staff will notify the teacher that you have arrived and your child will meet you in the office. If a child is being picked up by an adult outside the family, that person must be designated on the child’s Family Emergency Card, or have a note from the parent or guardian on record, and they must show a valid government issued picture ID.

Unless the office has been notified in writing, no changes will be made to a student’s regular dismissal routine. When possible, if you alter your child’s dismissal routine, please discuss the changes with your child in advance.

**Safety Vests**

Effective September 3, 2019, all Pre-K and Kindergarten bus riders will receive a brightly colored orange neon vest that they will be expected to wear during their daily commute to and from school each day. The school name and phone number will be added to the vests. (no student names will be on the vests). The purpose of having students wear the vests to and from school on the bus is to assist the drivers and bus attendants in identifying Pre-K and Kindergarten students on our buses before they get off. This also helps the drivers to ensure that the students are at the correct bus stop and verify that there is an authorized adult or family member there to receive them.

Note: **PGCPS has developed the following information for Dismissal of Preschool and Kindergarten Students From PGCPS Buses (the following information is taken from the PGCPS document):**

The safe dismissal of our students is a shared responsibility between the school system and the parent/guardians. Parents are expected to accompany preschool and kindergarten students to and from bus stops. When preschool or kindergarten students are not met at the bus stop by a parent, neighbor, sibling
or other caretaker, or when a situation appears to be unsafe, the bus driver may return the student to school, unless the bus driver receives a different instruction from an authorized representative from the Department of Transportation. If the driver arrives at a bus stop and an adult is not present on a repeated basis, the student shall be at risk for suspension and/or termination of transportation service and/or the parent/guardian may be referred to child protective services.

Fort Foote has provided PreK – grade 6 students with an identification card that includes their name, parent name and contact information, school contact information, and drop off information. This should be worn for at least the first 2 weeks of any new transportation period.

Parents and guardians are responsible for students before they board the bus and upon release from the bus. It is required that parents accompany their students to and from the bus stop.

If the parent is unable to escort the student from the bus stop at the end of the school day, the student must be met by a guardian or other adult, sibling or student sent by the parent to accompany the student to his/her residence or other pre-arranged after school location.

It is recommended that parents familiarize their child(ren) with those who will accompany the student from the bus stop when parents are not able to do so. The person meeting the student must be recognized by the student.

If a person who arrives to accompany a student is questionable or the student is unfamiliar, the driver shall contact the transportation office via bus radio for instructions that may include returning the student to the school.

Students not met by someone may be returned to school and the parent or guardian will be contacted by the school. Should the driver be instructed to return the student to school, the parent or guardian will be expected to come immediately to the school to pick up his/her student.
*All Parents/Guardians/Daycare Providers picking up students should be on the authorized list of adults to pick up the student(s) and should be prepared to show a current government issued Photo ID.

Remember safety is our number one priority. Thanks for your cooperation and support as we work to keep everyone safe.