



## ARRIVAL & DISMISSAL POLICY

In order to maximize instructional time and to maintain an orderly school environment, Family Foundations Academy has implemented strict policies and procedures for student arrival and dismissal. Safety is our priority when students are arriving and being dismissed from school. We strongly believe that this is best achieved when everyone is mindful and respectful of our policies and procedures. These policies and procedures are put into place to ensure that arrival and dismissal is a safe and efficient experience for parents, staff, and students.

- Pursuant to (Title 21, Chapter 70) State of Delaware Law vehicles are not permitted to park in the fire/bus lane at any time. Violators will be reported to the New Castle City Fire Marshall and subject to civil penalties and/or fines.
- Parents are to remain in their vehicles at all times. DO NOT enter the building during arrival or dismissal unless it is necessary to escort the student to your vehicle because of an emergency situation.
- Notification of a change to a student's normal dismissal routine MUST be received by the classroom teacher and/or main office in writing no later than 8:00AM for Middle School students and 9:00AM for Elementary School students on or before the day of the change. Notification and requests received after the aforementioned times will only be honored in the case of an emergency as determined by the school's administration. Students who leave school prior to the designated time without a valid excuse and/or prior WRITTEN notice will be given an unexcused early dismissal and subjected to the consequences outlined in the Student Code of Conduct.
- There will be NO DEPARTURES FOR EARLY DISMISSALS for Elementary School students between 3:45pm and 4:15pm. Students begin to board the school buses for dismissal starting at 4:00PM and vehicular traffic is prohibited by state law during this time. If an Elementary School student has an early dismissal, please ensure that they are picked up prior to 3:45PM. If a student is picked up after 3:45PM, then the parent/guardian or the person designated to pick up the student must wait until 4:15PM or after the buses have departed in order to exit the school's parking lot.

### Arrival Policy

- Middle school students are not permitted to enter the building prior to 7:30AM.
- Middle school students are considered tardy if they arrive after 8:00AM.
- Elementary school students are not permitted to enter the building prior to 8:30AM unless they are enrolled in the before-care program.
- Elementary school students are considered tardy if they arrive after 9:00AM.



- Elementary School students are required to enter the building through the main entrance/exit doors of the school.
- All students should exit on the passenger side of the vehicle to safely avoid vehicular traffic in the parking lot.
- Middle School students must be dropped off at the Birmingham Avenue entrance of the Middle School building. Birmingham Avenue may be access by making a right from Maryland Avenue onto Fallon Avenue and a right from Fallon Avenue onto Birmingham Avenue. Students are not permitted to enter the Middle School building through the main entrance. Parents should remain in their vehicle and be prepared to depart quickly when student(s) exit the vehicle.

### **Dismissal Policy**

- Parents should obtain a "pick-up" pass from the main office. The pick-up pass will display the student(s) name and grade.
- The pick-up pass should be placed on the dashboard/windshield of the vehicle as they enter the parking lot of the school. This will allow staff members to use their communication handsets to have the student(s) sent out to the vehicle in a timely manner and allow the car pick-up line to move quickly.
- Parents should remain in their vehicles at all times during car dismissal.
- Students are required to exit the building through the main entrance/exit doors.
- Teachers are not permitted to receive phone calls from parents requesting that their student be sent out to meet them for dismissal.
- If a pick-up pass is not displayed, identification may be requested which will delay the students' dismissal from school.

### **Dismissal Times:**

Bus Dismissal	Car Dismissal
3:30pm - 3:45pm	3:45pm- 4:00pm