

# FOFCA Arrival/Dismissal Form

## K-HS DISMISSAL PROCEDURES (3:00pm – 3:15pm)

1. Please do not enter the building for simple drop off / pick up procedures.
2. Pull around the building to the east side by the ball fields and get in a single student pick up line.
3. Make sure you pull up to the 1<sup>st</sup> door to make room for other cars
4. Stay in your car and use the pickup line, ONE CAR AT A TIME. A FOFCA Staff member will meet you at your vehicle. The FOFCA Staff/Faculty will radio in and student(s) will be released to your vehicle. PLEASE be extremely cautious of children walking to their cars. We dismiss a couple of students at a time **in accordance with safety. Please be patient!**
5. 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.
6. ALL students not picked up by 3:15pm will be escorted to Enrichment Care, where the appropriate fee will be applied. **If a student is staying after school they must be assigned to an adult and with a written note from the parents OR they will go into Enrichment Program and parents will be charged.** NO students are ever free to roam the building without adult supervision! Then you will have to enter the building to sign the student out.

## PLEASE NOTE:

Students can ONLY be dismissed to parents/guardians or those listed on their Arrival/Dismissal form. You MUST call the office to change the pick-up person. Please inform alternate pick up person of your security question and answer.

## EAST SIDE OF THE BUILDING FOR ARRIVAL AND DISMISSAL

