



# FOFCA Preschool

## Arrival and Dismissal Guidelines

### PRESCHOOL 3 ARRIVAL PROCEDURES (DOORS ARE UNLOCKED at 8:15am)

1. Enter in Dove Street entrance. Keep in the right lane.
2. Pull up to the fourth door of the **back of the building** (same as the daycare entrance). A teacher or aid will come to your car, help your child out, and escort your child into the building.
3. If your child arrives before 8:15 am, she/he will be put in the before-school program AND YOU WILL BE CHARGED. It is important to us that your children are being taken care of and supervised at all times. **\*If you need Before or After Care, please get let the office know ASAP and fillout the appropriate paperwork (more info on the paperwork).**
4. Door will re-lock at approximately 8:30 AM. If you are late, you will need to come in the front doors and sign your child in.

### PRESCHOOL 4 ARRIVAL PROCEDURES (DOORS ARE UNLOCKED at 8:15am)

1. Enter in Dove Street entrance. Keep in the right lane.
2. Pull up to the third door of the **back of the building** (in between the A/C units and the daycare playground). A teacher or aid will come to your car, help your child out, and escort your child into the building.
3. If your child arrives before 8:15 am, she/he will be put in the before-school program AND YOU WILL BE CHARGED. It is important to us that your children are being taken care of and supervised at all times. **\*If you need Before or After Care, please get let the office know ASAP and fillout the appropriate paperwork (more info on the paperwork).**
4. Door will be locked at approximately 8:30 AM. If you are late, you will need to come in the front doors and sign your child in.

### PRESCHOOL 3 DISMISSAL PROCEDURES

1. Enter in Dove Street entrance. Keep in the right lane.
2. Place the dismissal name card that we provide you in your passenger side window for the staff to see. This will help expedite the procedure greatly.

3. Pull up to the fourth door of the **back of the building** (same as the daycare entrance). We will release one student at a time. Your teacher will walk your student out and help him/her in their car seats. Please do not hold your teacher up. If you need to speak to a teacher, please call or email for an appointment.
4. Students not picked up by 11:45am (**NO after care for half-day**) or 3:15pm (full-day) will be escorted to after care, where the appropriate fee(s) will be applied. Parents will have to enter the building to sign the student out.
5. If you are coming in the building for something, please be cautious in the parking lot at ALL times! ALWAYS hold onto your child's hand! Do NOT let your child run loose!
6. Students in aftercare will dismiss from the same entrance used for arrival. You will ring the bell and come in to sign your child out.

#### **PRESCHOOL 4 DISMISSAL PROCEDURES**

1. Enter in Dove Street entrance. Keep in the right lane.
2. Place the dismissal Name Card that we provide you in your passenger side window for the staff to see. This will help expedite the procedure greatly.
3. Pull up to the third door of the **back of the building** (in between the A/C units and the daycare playground). We will release one student at a time. Your teacher will walk your student out and help him/her in their car seats. Please do not hold your teacher up. If you need to speak to a teacher, please call or email for an appointment.
4. Students not picked up by 11:45am (**NO after care for half-day**) or 3:15pm (full-day) will be escorted to after care, where the appropriate fee(s) will be applied. Parents will have to enter the building at the aftercare entrance to sign the student out. The aftercare entrance is the fourth door on the back of the building (also used for daycare).
5. If you are coming in the building for something, please be cautious in the parking lot at ALL times! ALWAYS Hold your child's hand! Do NOT let your child run loose!

#### **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 used in FamilyID.**

**6th-12th  
Families ONLY**

**K-5th Families  
& those with  
mixed grades**

**PreK 4s  
3rd door**

**PreK 3s  
last door**

**Before Care  
1st door**

**After Care  
last door**

