

FECC DROP-OFF/DISMISSAL PROCEDURES



DROP-OFF

In the morning, children arriving in cars should enter via the **CARS** entrance on Division Street. Cars will be lined up in two rows and proceed to the **DROP-OFF POINT**. Children will exit vehicles and enter the building. There will be adults outside waiting to greet your child and teachers inside the hallways to assist the children to their classrooms.

Please *DO NOT* leave your vehicle and walk your child to the door. Once your child is dropped off, please proceed to the exit. If you walk to school with your child, please proceed on foot to DOOR 1.

The earliest time children are permitted to enter the school building through **Door 1** is: **8:55am**. At that time, an adult will be present and will assist your child to his/her classroom. If your child arrives after **9:10 am**, please enter through the **front door** to receive a late pass.

DISMISSAL

At the end of the day during pick-up, please follow the same driving procedure as above by entering the property via Division Street. Cars will be lined up in two rows. Please ensure your Grade Sign is visible on the dashboard of your car. You may exit your vehicle and meet your child at **DOOR 1 – PreK (3:00 pm)** and **DOOR 2 – Kindergarten (3:05 pm)** and **1st Grade (3:10 pm)**, where they will be released by their teacher.

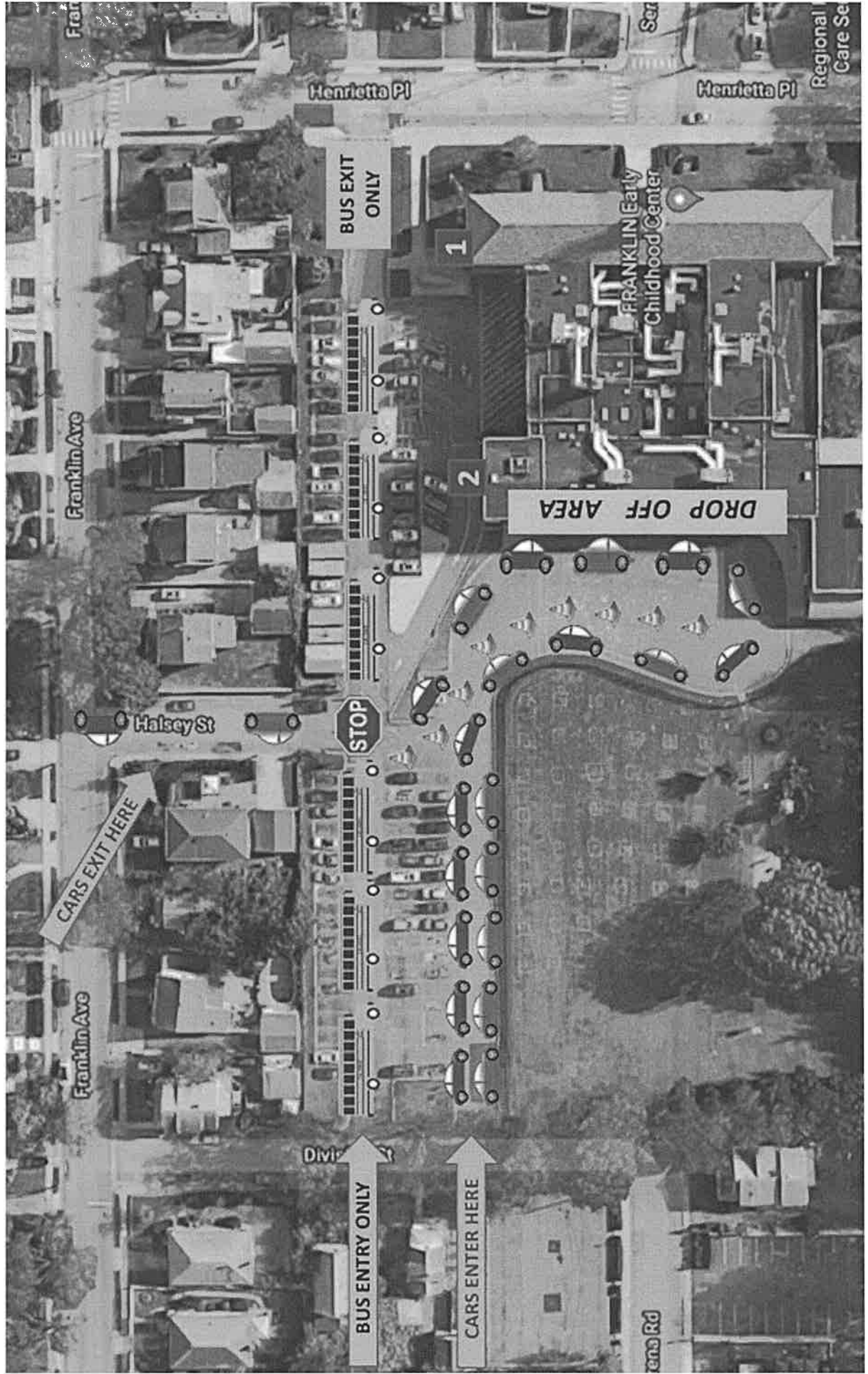
Once you have met your child, please proceed promptly back to your vehicle and exit the property via the Henrietta Place exit.

- **Security personnel and FECC staff will be outside to assist and monitor traffic flow during drop-off and pick-up.**
- **This is drop off, please move quickly so others may not be late.**
- **No one is permitted to block driveways.**

FECC Student Drop Off



For your SAFETY - please remain inside your vehicle during student drop off.



FECC Student Pick Up

