

FECC ARRIVAL DROP-OFF/ DISMISSAL PROCEDURES



ARRIVAL/DROP-OFF

In the morning, students arriving in cars should enter via the **CARS** entrance (second entrance) on **Division Street**. Cars will be lined up and proceed through the circular loop in the back of the building to the drop-off point. There will be adults outside waving you forward, showing you where to stop, assisting with students exiting the vehicles and escorting them into the building. There are additional staff members inside the hallways guiding students to their classrooms. **Once your student is dropped off, please proceed to exit the parking lot safely as this is an active time of day. If you walk to school with your student, please park your car on the street and proceed on foot to DOOR 1.**

******We kindly request that if your student attends breakfast, please park and walk them to Door 1 which is closest to the Cafeteria******

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

DISMISSAL/PICK-UP

At the end of the day during pick-up, please enter the property via Division Street, but this time you will enter through the **first entrance**. Cars will be lined up in two rows. You must park, exit your vehicle and meet your student at **DOOR 2 – PreK (3:00 pm), Kindergarten (3:05 pm) and 1st Grade (3:10 pm)**, where they will be released by their teacher. It is imperative that you follow the signs and park your car in the appropriate row to ensure a smooth dismissal for all. The staggered dismissal times assist in clearing the parking lot for each grade level's dismissal.

Once you have collected your student, 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 morning drop-off, please move quickly, but safely, so others may not be late**
- **Please make sure anyone picking up your student has a valid photo identification with them**
- **Please do not block any driveways on the street**