

Fernhill Arrival and Dismissal Procedures Family Expectations and Duties, 2022-23

ARRIVAL

Doors open at 8:00a.m. for students who are eating breakfast. Doors open at 8:10 am. for all other students. We will use four different doors for entry based on grade:

- Kindergarten - front doors
- 1st set double doors on side: 1st-3rd grades
- 2nd set of double doors on side: 4th & 5th grades
- Middle School Commons doors on side: 6th-8th grades

Staff members will be stationed at various points throughout the lot to direct students as they use the appropriate entrance.

We require that you wait until 8:00 a.m. to leave your child at school. Safety is a serious concern for children left at school before 8:00 a.m. The supervising adults **do not** report to their stations until 8:00 a.m. Students will **NOT** be permitted to enter the building prior to 8:00a.m if they are eating breakfast and 8:10 a.m. if they are not.

Car Riders

Drop-off students may enter ONLY at the **pedestrian gate** of the school.

- **Do not stop traffic to let out your child.** This is unsafe and stops the flow of traffic.
- Stay in the car whenever possible.
- Make sure your child exits the car **curbside.**
- **Do not drive through the gates into the school parking lot. It is only for staff.**
- Use the designated “no parking” street spaces near the pedestrian gate.
- If you need to speak with a staff member, park in the “Fernhill Park” lot across the street. Staff members are unable to speak with parents in their cars and/or using the “no parking” street spaces near the pedestrian gate. The goal is to keep the flow of traffic moving with limited interruptions to other drivers.
- For safety precautions, families cannot accompany their child into the building beyond the front office without an appointment.

Walkers/Public Transportation Riders

If your child uses public transportation and/or walks to school, please have him/her cross at the traffic light in the crosswalk directly across from the school & where the crossing guards are each morning. The crossing guards will be stationed in front of the **pedestrian gate** of the school on Wissahickon Avenue.

Vans/School Buses

They drop students off in the space(s) after the traffic light near the gate directly in front of the school or the fence in front of Harmony Garden (green space/grey wall).

Student Arrival

Once students have entered the building, they report directly to their homerooms unless they are eating breakfast or they are late. Students eating breakfast proceed directly to the cafeteria. Late students report to the front office for a late pass. **All K-8 students are late at or after 8:21am.**

DISMISSAL

The driveway is CLOSED between 2:50 - 3:50 p.m for the safety of all students.

You may NOT park in the driveway and wait for your student.

Grades K-6th <u>Pick-Up Students</u> <u>3:15-3:25 P.M.</u>	Grades K-6th <u>Bus students & select vans</u> <u>3:15 - 3:25 P.M.</u>	Grades 7th-8th <u>Septa Bus/ Walkers</u> <u>3:25 P.M.</u>
<p>Families enter the driveway through the pedestrian gate and wait in the parking lot to pick up students.</p> <p>Families using the SchoolPass App use the “pick up” button to notify the school to release your child.</p> <p>Families not using the app walk up to a designated staff member to have their student dismissed & “sign out” students.</p> <p>SchoolPass immediately notifies teachers when students’ pick-up rides have arrived and they can be dismissed.</p> <p>Students walk out of classrooms <u>through</u> the building, <u>exiting the front doors</u> and meeting families in the driveway. Students & families exit together.</p> <p>Additional staff will sign them out as they’re departing.</p> <p><u>Do not block Deacon Street with your car during dismissal.</u></p>	<p>1st-6th bus riders are dismissed from the classroom as assigned buses arrive.</p> <p>Bus riders exit the building using the side doors they enter in the morning, walk down the steps to the yard, and exit the school grounds through the yard gate.</p> <p>Once a staff member confirms via the SchoolPass App that all assigned students are on the bus and sitting appropriately, the bus leaves.</p>	<p>7th and 8th grade students are dismissed from classrooms. They exit the building using the Middle School Commons doors.</p> <p>They are escorted to the bus stop by assigned staff members.</p> <p>7th & 8th grade students picking up younger siblings meet them at the Loading Dock.</p> <p>-----</p> <p><u>Grades 1st-6th</u> <u>After-School Program</u> <u>3:10 P.M.</u> After-school teachers pick up students from their classrooms and escort them to their ASP classroom.</p>

Change in Dismissal Plans

If you know your child will be leaving in a different way BEFORE they come to school in the morning, please make the change via the SchoolPass App. If there is any change to a dismissal plan DURING the school day, please make the change directly via the SchoolPass App. You can do this up until 3pm.

If you are having trouble making the change in the App, you must call the front office and let Ms. O. or Ms. Tammy know before 2 p.m.. They will ensure the change is made in SchoolPass. There is no guarantee that the front office staff will see dismissal changes after 2 p.m.

Early Dismissal

If your child needs to be dismissed early due to an appointment, etc., please pick your child up **no later than 2:30 p.m.** Please use the SchoolPass App to notify the staff of the date/time of the early dismissal.

Walkers/Public Transportation Riders at Dismissal

If your child walks home from school or takes public transportation, please have him/her cross at the traffic light in the crosswalk directly across from the school & where the crossing guards are each morning. The crossing guards will be stationed in front of the gate of the school on Wissahickon Avenue.

Vans/School Buses

Pick up students in the space(s) after the traffic light near the gate directly in front of the school.

Late Pick-up

You will be charged a late fee of **\$1/minute from 3:51 onward.** If there is an emergency and you know you're running late, please call the school and press option 1. Leave a message if no one picks up immediately.