

Arrival Procedures

8:00 – 8:20 a.m.

Car Drop-Off: If you are driving to FSMA to drop off your child, you will pull up in the front of the school that your child attends, in the designated “Car Drop-Off Area.” (If you have children in both schools, you can drop off at the Lower School and they will be escorted to the Upper School). Staff members will be out front to meet your child. Please stay in your car and wait for an adult to meet you (children should be capable of unbuckling their own seatbelt so you do not have to get out of the car). This is a drop off location only, **if you need to get out of the car or come into the building, please park and walk with your child.**

Bus Drop-Off:

Any students not in the building by 8:30 a.m. will need to be escorted into the building by an adult and signed in. Children arriving after 8:30 a.m. are considered tardy.

Dismissal Procedures 3:15 – 3:25 p.m.

Important! Planned Dismissal Changes:

If you know your child is going home a different way than usual, please put it in writing for the teacher (teachers do not always have a chance to check email during the school day so please do not rely on this). If something comes up during the school day, please call (576-1500) or email the main office – dismissals@fsma.k12.de.us. **We ask that all dismissal changes be called in as early as possible and always before 2:30 p.m. unless there is an emergency.** Processing last minute dismissal changes can be hard and we ask that you give as much notice as you can for changes.

Bus riders are walked to their buses by a staff member and checked in to ensure they are on the correct bus.



I am picking up _____

Parent Pick-Up “Walker” Procedures:

If you work nearby or would like to park and pick up your child as your regular routine, you will need to bring your *Walker Pick-Up Tag* (shown above) to the side door (on the left at 1000, on the right at 920). There will be a staff member waiting with our “walkers.” You will need to show your tag for the child to be released. If you do not have your tag, you will be asked to come inside so that we can verify you are on the “Student Dismissal List.”

If you have children in the Lower and Upper School, you will need to pick up each child at their building.