

ARRIVAL

8:20 – 8:40 a.m. – Arrival (Students arriving after 8:40 a.m. will need to be walked in and signed in by an adult. Students arriving after 8:45 a.m. will be marked tardy)

Arrival Procedures: Car Riders

Lower School students should be dropped off in front of the Lower School and Upper School students may be dropped off in front of the Upper School. If you have children in both buildings, they should both be dropped off in front of the Lower School and we will cross them safely.

- **Cars will pull up in the designated area** and a staff member will meet your car, open the door, and welcome each child. Please ensure your child is ready to get out (have backpacks ready, can unbuckle, masks on and is off of any distracting devices).
- **Cars should turn onto French St. from 9th St.** No cars will be allowed to turn from French St.
- Our staff will not unbuckle your child or pick up their belongings for safety reasons but will joyfully greet them.
- **Carline is a busy place...** please be flexible and patient as we all have the same goals of getting children into school safely and quickly. A positive start to the day helps everyone!

Arrival Procedures: Bus Riders

Please remember that appropriate behavior is expected at the bus stop while waiting for the bus.

Please note that parents are NOT permitted to board the bus for any reason.

Students who ride the bus, must:

- Stay in their assigned seat
- Follow all safety and school rules

Upon arrival at FSMA, our staff will meet the bus and help students get to their classroom.

DISMISSAL

Dismissal – 3:20 – 3:40 p.m.

Dismissal Procedures: Bus Riders

Bus Riders will be escorted from classrooms by a staff member and we will ensure all students get on the correct bus.

Students who ride the bus, must:

- Stay in their assigned seat
- Follow all safety and school rules

K/1st grade students MUST be met by an adult at the bus stop. If an adult is not present, the child will be brought back to school and must be picked up the parent. Continuous occurrences of this could result in loss of bus riding privileges. During the first few weeks, K/1 students will have a red tag pinned to their backpack to help the bus drivers learn who requires a parent to meet them.

Please note that parents are NOT permitted to board the bus for any reason.

Dismissal Procedures: Car Riders

All families will be given a 3 digit number (tags will be provided at “Meet the Teacher” or can be picked up in the office).

Parents will park and walk to the building their child is in (side doors). You will line up on a designated spot. A staff member will come out to get your number. This number will be sent to classrooms and signal to your child’s teacher that you are here.

Children will come down to the designated area as their number is called. No children will be dismissed from the main office/main lobby.

***If you do not have a Pick-Up Tag**, you will need to park and go to the office. You will need to have your license and be on the approved pick-up list in order for us to give you a pick-up tag.

Parking Information:

- Lots of street parking within a few blocks of FSMA exists.
- Spaces are constantly opening up as children are picked up.
- Lots of children are walking to their cars so please be very careful as you are parking.

A few general traffic safety reminders:

- Do NOT make a U-turn anywhere on French St.
- Do NOT block our neighbors driveways... we are a part of a community and do not want to negatively impact our neighbors.
- We encourage device free car-rides and of course, expect all drivers to be hands-free. There is a lot of movement/traffic in this area and your undivided attention is appreciated!

The FSMA Family is part of a larger community. We ask that everyone follows our procedures to ensure student safety. Please help us be a good community member to our neighbors by respecting the local traffic and obeying the laws.