

Arrival Procedures

(Revisions and Changes Beginning with the 2020-2021 School Year.

This document may be updated and reissued if additional health and safety protocols are issued.)

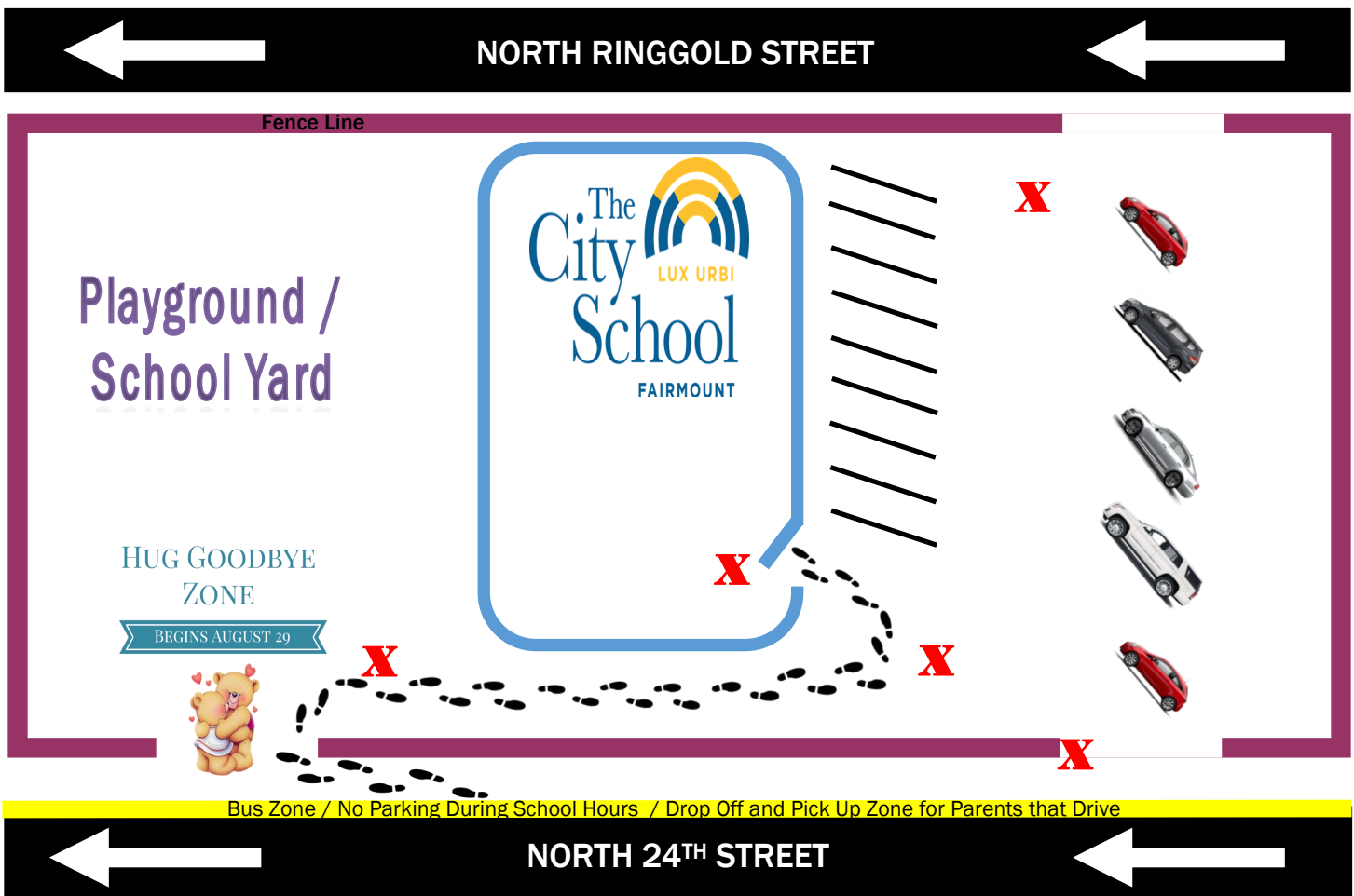
The City School - Fairmount has a designated school bus / pick up / drop off lane on 24th Street!!!

As we endeavor to have a good relationship with our neighbors, we are asking that any parent that drops their student off, parks their vehicle near the school and takes an Uber, Lyft or Septa to work: please do **NOT** park on 24th Street OR Ringgold Street between Poplar and Parish. Please use Poplar St/Girard Avenue. With our new school bus zone, parking is limited during the daytime hours and our goal is leave all available space for our neighbors.

Arrival:

Students can arrive to school on time between 7:30 AM to 8:15 AM, remembering that 7:30 AM – 8:00 AM is a part of our Extended Day Program (EDP). If your student is arriving during EDP, you must exit your car, walk your student to the door and sign them in. You may temporarily park your car in the designated school bus /pick up / drop off lane.

When arriving beginning at 7:55, please pull into the designated drop off lane on 24th Street, out of the flow of 24th Street traffic **OR** into our parking lot. A staff member will be present to help guide you to the place where there is room for your vehicle. Students must exit vehicles from the passenger side. Beginning at 7:55 a.m., a staff member will be at the playground gate in the designated Hug Zone ready to welcome your student. Students will then be directed to walk to the front door inside our gate on The City School sidewalk. Please refer to the map below.



Late Arrival:

Any student arriving after 8:15 AM is considered tardy and must first report to the office to receive a late note for the teacher, prior to entering the classroom. If a student does not receive a late slip from the office, the tardy will be considered unexcused.

Dismissal Procedures

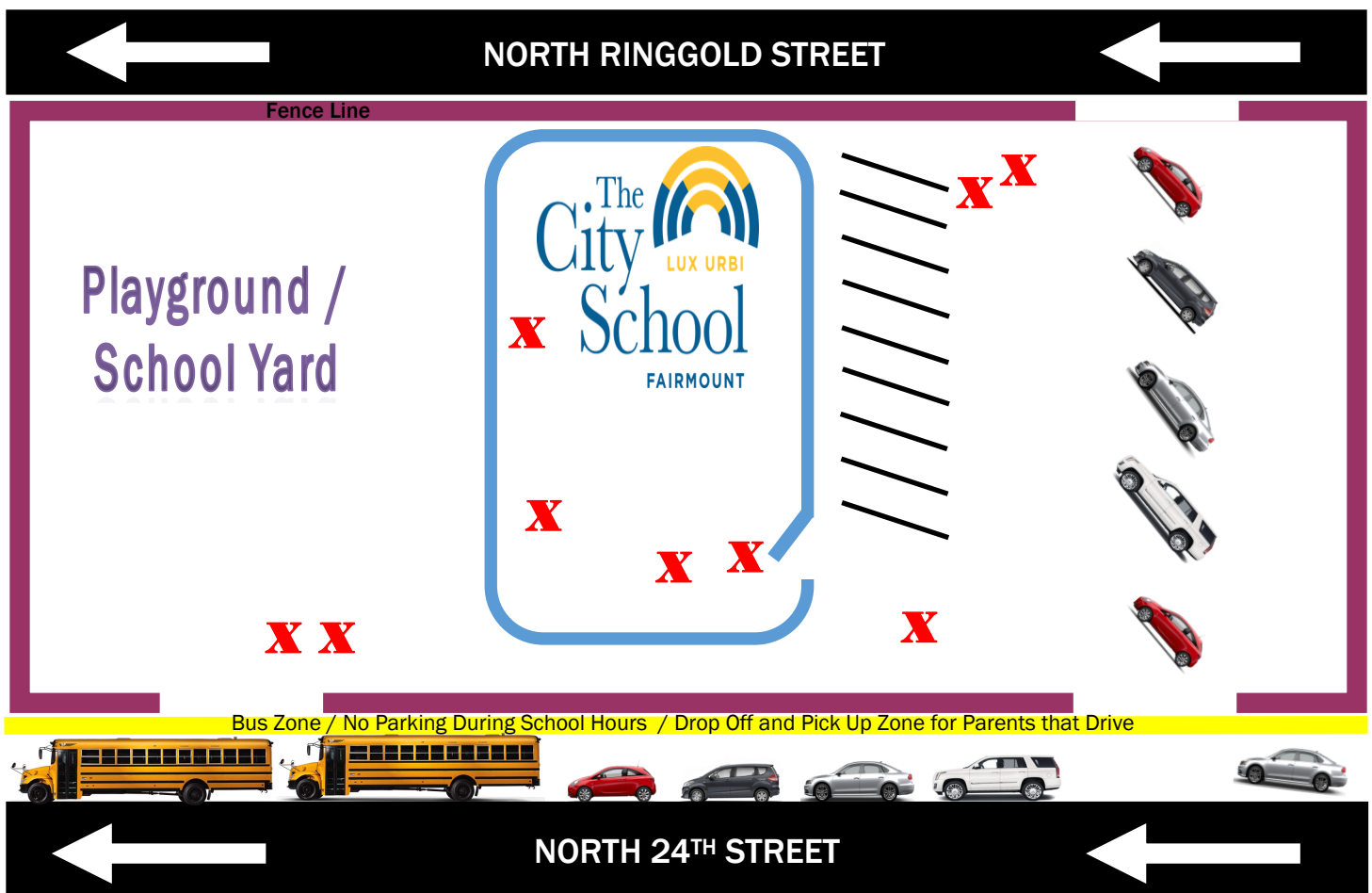
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Dismissal:

Bus students will line up in the entrance way between 3:05 pm and 3:10 pm. Their names will be checked on the office list and a staff member will place them on the bus. Buses will be parked in our designated Bus Zone on 24th Street.

We will use **BOTH** the parking lot **AND** the pick up and bus zone/pick up/drop off lane for **AFTERNOON DISMISSAL**. Parents can begin to pick up their child(ren) at 3:15 PM. Parents should drive through the parking lot, **remembering to move all the way to the end of the lot**. If the parking lot line is full, please pull into the bus zone / pick up / drop off lane behind the school buses. **PLEASE REMAIN IN YOUR VEHICLE**. A staff member will ask you which child(ren) you are picking up. The placard, provided by the school at the Back to School Night, must also be displayed in your vehicle or be presented by one of the approved designated pick up person(s). Parents/Guardians/ Designated Adults who are walking, can come to the front of the building to pick up children. You will be asked the child(ren)'s name(s) and quite possibly for the confidential number. City School staff members will announce to all students which parents have arrived. When a child hears his/her name being called, he/she will line up at the entrance and wait for the staff member to escort him/her to the correct parent/adult.



Late Pick Up:

Any student not picked up by 3:30 PM will be automatically sent to our Extended Day Program / After Care where there will be an hourly fee. Parents will receive a monthly bill for any After Care participation. In addition, parents who arrive after 3:30 PM must go to the side door entrance on Ringgold Street to pick up their child(ren) from After Care which is also a part of our Extended Day Program (EDP). Parents who do not pick up their child (ren) by 6:00 PM from After Care will be charged a \$20 late fee plus \$5 for every 15 minutes beginning at 6:00 PM.