

# WATKINS ARRIVAL AND DISMISSAL PROCEDURES SY23-24

Watkins Elementary School  
420 12th Street SE, Washington, DC 20003  
School Hours: 8:45am - 3:15pm

## **STUDENT ARRIVAL**

- Students may enter the building at 8:10am through the main entrance. Before care begins at 7am.
- Breakfast is eaten in the cafeteria. It is free for all students. Breakfast ends at 8:40am
- All students who wish to eat breakfast will pick-up their breakfast upon entering the cafeteria. When they finish breakfast, they will join their classroom peers in the designated spot in the cafeteria or hallway.
- Upon arrival, 1<sup>st</sup> and 2<sup>nd</sup> graders proceed to their classroom and wait in the hallway.
- 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> graders proceed to the gym/cafeteria to line up with their classroom and await teacher pick-up.
- All teachers report to the cafeteria/gym to greet their students by 8:40am.

## **STUDENT DISMISSAL**

Dismissal begins at 3:15pm. Students are dismissed in the following order:

### **BUS RIDERS**

- Students riding a Student Support School Bus and Bolling Air Force Base Bus are dismissed to the gym.
- Buses will park on E Street and students will exit the building through the gym to board the buses.

### **WALKERS**

- **WALKERS** are defined as those students with written caregiver permission to walk home on their own. Students should only exit with walkers if they are leaving campus immediately and not waiting for an adult to pick them up. They should exit the building through the main door on 12th Street and start their walk home. Students should NOT dismiss with walkers if they are meeting a caregiver at the door.

### **CAR RIDERS and PARENT PICK-UP - 3:15pm**

- 1<sup>st</sup> Grade teachers escort students to meet caregivers by the 12<sup>th</sup> and D exit.
- 2<sup>nd</sup> and 5<sup>th</sup> Grade teachers escort students to meet caregivers by the main entrance.
- 3<sup>rd</sup> - 5<sup>th</sup> Graders are called down to the main entrance via walkie-talkie for their families in the car-rider lane. There is no parking heading northbound on 12th Street in front of our school after 2:45pm, as this lane is reserved for families utilizing the car rider pick-up lane.

### **AFTERCARE - 3:30pm**

- Each grade-level has a designated duty teacher and a designated classroom for aftercare students to report to
- Aftercare students remain in the designated classroom until aftercare staff picks up students.
- Aftercare snack time begins at 3:30pm
- Aftercare pick up ends at 6pm.