



Capitol Hill Cluster School
Where Every Child Achieves
Peabody | Watkins | Stuart-Hobson | A DC Public School

Watkins Arrival and Dismissal Procedures

STUDENT ARRIVAL takes place at the main entrance on 12th and D St SE

- **Before care:** Begins at 7am and ends at 8:20am.
- Students may enter the building at 8:20am through the main entrance and proceed to the multipurpose room to line up with their classroom and await teacher pick-up.
- **Breakfast:** Is free for all students and is served from 8:20am- 8:40am. Students who wish to eat breakfast will do so upon entering the cafeteria. When they finish breakfast, they will join their classroom peers in the designated spot in the cafeteria. Students arriving late will also be offered a grab and go breakfast to eat in their classroom.
- All teachers report to the multipurpose room to greet their students by 8:40am.
- **Tardy students: After 8:45am students are considered late.**
- Communication and Education Support (CES) Students: classroom aides will greet students at the door. Breakfast will be offered in the classroom.

EARLY DISMISSAL- ends at 2:45pm

Caregivers picking up early should plan to arrive by this time or must wait for typical dismissal at 3:15.

STUDENT DISMISSAL- takes place on the field

Dismissal takes place from 3:15- 3:30pm. Starting at 3:15pm, all classes are escorted by their teacher to their designated dismissal location. **Students picked up after 3:30pm are considered late pick- up.**

- **Walkers:** Will be escorted to the multipurpose room door and may self-dismiss from the door, with caregiver permission.
- **Caregiver Pick Ups:** Students being picked up by their caregiver will be escorted to the field for a teacher-caregiver handoff. *Caregivers must notify teachers that they have retrieved their child.*
- **Important:** all drivers must go westbound on E St SE to maintain a safe pick up and the flow of traffic.
- **Drivers:** please park on 13th St, D St, or E St to lessen the traffic on E St SE.
- In case of inclement weather, students will be held in the multipurpose room. Caregivers must meet a staff member at the door, and we will call for your child to be dismissed.
- **Bus Riders:** Bus riders are escorted to the lobby and supervised by staff while waiting for their transportation.
- **CES students:** will be escorted to the 12th St door by the classroom educator for Caregiver Pickup or their bus. For caregiver pick up, students will remain in class and be called up to the door.
- **Students attending aftercare:** Aftercare students will remain on their grade-level hallway with Watkins and aftercare staff.

Early pick-ups from aftercare must:

- Communicate with the school for an on-time dismissal or;
- Wait in the main office for pick-up after 3:45pm. ***There will be no aftercare pick up before 3:45pm.***

LATE PICK UP

- **Pickup Time:** All students must be picked up no later than 3:30pm.
- **Prohibited Late Pickup:** Any pickup occurring after 3:30pm is strictly prohibited. Caregivers who repeatedly pick up their children after 3:30pm will receive a formal notification letter. Continuous non-compliance may lead to further actions as deemed necessary by the school administration.
- ***NEW*** Students not picked up by 3:30 will wait for their caregivers in the multipurpose room. Caregivers should report to the multipurpose room door to collect their child.

REQUIRED PAPERWORK – Elementary Student Dismissal Authorization Form

Beginning in School Year (SY) 2026-2027, all elementary-aged students must have an Elementary Student Dismissal Authorization form on file by the first day of school. Fillable forms are available below and can be submitted to your student's school electronically, or you can pick up a paper copy of the form in the school's main office. Parents must submit a separate dismissal form for each student.

The Elementary Student Dismissal Authorization Form will be mailed home in the summer mailer. Caregivers may also print, complete and return their own forms using the link above. Forms can be returned to the main office or to your child's teacher.

Read more on the DCPS website: <https://dcps.dc.gov/page/elementary-student-dismissal>

VISITOR'S POLICY

Upon entering the school building, all visitors must first stop at the security desk, and are required to show their government-issued ID. Following security check-in, visitors will be directed to the main office. Visitors will either be escorted by a staff member or student to their intended destination in the building. This includes Food Prints volunteering, birthday celebrations, and meetings with staff. For school-wide or grade-level celebrations (cultural celebrations, grade level events, etc.) visitors do not need to be escorted.

At Watkins, we encourage staff and families to meet in person to support the growth of our students. **Class visits and in-person meetings are welcome so long as they are scheduled with the teacher.** All visitors must make an appointment to meet at school *at least 24 hours* in advance of the meeting. There are exceptions to this policy in the case of extreme and immediate needs, but this must be approved by school administration.

Visitors will not be allowed to "pop up" into classrooms without teachers' prior consent and may not have immediate access to any school staff (including school leaders, teachers, culture cultivators, social workers, etc.) at any time.