



## **Peabody Arrival and Dismissal Procedures**

**All visitors entering the building must show government issued ID and sign into the “Visitor’s Log”**

### **Before Care Arrival Only: 7am- 8:15am- All Arrival at the C St. Entrance**

- This applies to students enrolled in a before care program with Joe’s Den or FLEX

### **Student Morning Arrival Schedule - All Arrivals at the 5<sup>th</sup> St NE Entrance**

- **8:20am- 8:40am:** School Day arrival
  - Families of **PreK 3 and PreK 4** students **must** escort their child to the classroom or cafeteria door each morning. Caregivers must exit the building immediately after dropping off their child. Kindergarten students can walk to class independently.
- **Arrival After 8:40 am:** The 5th Street door closes, and the **C Street entrance** opens so it can be monitored by contract security.
  - Students arriving after 8:40 am are considered **tardy**.
  - Caregivers dropping off must show ID and sign the tardy log.
  - Families of **PreK 3 and PreK 4** students **must escort their child to the classroom door**. Kindergarten students can walk to class independently.

***\*During arrival, teachers are focused on welcoming students and ensuring a smooth start to the day. They are unavailable for conferences or extended conversations during this time. Please schedule a meeting with your child’s teacher for this purpose.***

- **Breakfast:** is available and free to all students. Due to space restrictions in the cafeteria and increased security guidelines, caregivers are not permitted to stay for breakfast. Caregivers may take students to the cafeteria for breakfast or walk them to their classroom. **All drop offs must take place at either the cafeteria door (for students eating breakfast) or classroom door.** Caregivers should not enter the classroom or cafeteria.
  - Between 8:20- 8:40am, all breakfast must be eaten in the cafeteria. Breakfast trays should not leave the cafeteria. **We ask that all students who need breakfast arrive at school between 8:20- 8:30am to allow time for them to eat before instruction starts.** Grab and go breakfast will be available for students who arrive after 8:40am.

### **Early Dismissal: ends at 2:45pm - from the C St. Entrance**

- Caregivers may pick up students before 2:45 by signing out at the welcome desk. We cannot accommodate dismissals between 2:45 and the regular dismissal time.
- A staff member will bring your child to the office for dismissal.

### **Dismissal: 3:10pm- 3:20pm- All students dismiss from the bluetop**

- Students will be escorted by their teachers to the blacktop between 3:10 and 3:20pm.



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- Caregivers will sign students out with their child's teacher before retrieving them from the line.
- Caregivers are **not permitted to enter the building** during dismissal unless picking up from aftercare.
- Teachers will ensure students are packed up before dismissal. If a student forgets an item, a Peabody staff member will retrieve it.
- **Aftercare dismissal** occurs from the **C Street entrance**. Caregivers will not be permitted to go to classrooms or the cafeteria to retrieve students. Aftercare students will be called to the main lobby for dismissal.
- If students are on the playground for aftercare dismissal, caregivers may pick students up from there.

### **Late Pick-Up**

- Pickup Time: **All students must be picked up no later than 3:20pm.**
- Any pickup occurring after 3:20pm is strictly prohibited. Caregivers who repeatedly pick up their children after 3:20pm will receive a formal notification letter. Continuous non-compliance may lead to further actions as deemed necessary by the school administration.

### **Car Parking During Arrival and Dismissal**

- Please use all designated parking areas on 4<sup>th</sup> St NE, 5<sup>th</sup> St NE, and C St NE to be respectful to our neighbors.
  - Do not double park or block the alleyways.
  - The parking lot is off limits to all drivers (caregivers and staff) during dismissal for safety purposes.

### **Inclement Weather Dismissal**

- In the event of inclement weather (rain, snow, or extreme cold), caregivers must pick up their child from the classroom and sign them out at the classroom door.  
**\*Students may only be signed out by individuals who are listed on the emergency contact list, release sheet, or through direct communication with the school.**

## **\*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.

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

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.