



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

## WATKINS ARRIVAL AND DISMISSAL PROCEDURES SY24-25

Watkins Elementary School

420 12th Street SE, Washington, DC 20003

School Hours: 8:45am - 3:15pm

### **STUDENT ARRIVAL (NEW this year)- takes place at the main entrance on 12<sup>th</sup> and D St SE**

- **Before care:** Begins at 7am and ends at 8:10am
- Students may enter the building at 8:10am 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 8:10am- 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 or hallway.
- All teachers report to the multipurpose room to greet their students by 8:40am.
- **Tardy students: After 8:45am students are considered late. New this year:** Caregivers will be required to come into the school to sign their child in the tardy log.

### **STUDENT DISMISSAL- takes place on the field**

Dismissal takes place from 3:10- 3:30pm. Students picked up after 3:30 are considered a late pick-up. Starting at 3:10pm, all classes are escorted by their teacher to their designated dismissal location. Teachers will solicit your child's dismissal procedure via electronic form before the first day of school.

- **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. Caregivers: please park on 13<sup>th</sup> St, D St, or E St to lessen the traffic on E St SE.**
  - In the 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.
- **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 3:45.
    - *There will be no aftercare pick up before 3:45.*

### **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.