

AFS Lower School Door Security System and Access to the Building

The following are guidelines explaining our “fob access” security system. Our doors are locked for most of the day and are programmed to unlock by the use of a fob, a small plastic access device. All NEW AFS families will be given two fobs on Orientation Day in September. New and replacement fobs are available in the office.

General Information:

1. Each family will be issued two fobs that are programmed with a family account-specific number. We recommend that one of the fobs be placed immediately on your key chain when received.
2. Upon arrival, the fob needs to be swiped in front of the light on the box to the right of the door. When the light on the box turns green, the door will unlock.
3. Any person without a fob should wait in the lobby vestibule to be assisted.
4. Any person entering should sign in clearly, with their name and the name of the child they are dropping off or picking-up, or the name of the AFS employee they are meeting.
5. Please note that the **main door will not open prior to 7:30 a.m.**, and we have asked teachers not to open the door for parents prior to 7:30 a.m.

Lower School **Front** Entrance:

1. The main entrance doors to the Lower School will be unlocked from 7:30 a.m. until 8:20 a.m. After 8:20 a.m., the door will lock and ***open only with the fob***. The doors will be unlocked again for dismissal from 2:30 p.m. until 3:30 p.m. After this time, the doors will once again be locked and open only with the fob.
2. Early morning care is available for all students from 7:30 a.m. to 8:00 a.m. Children will be supervised until 7:55 a.m. when they move to their classroom. There is no sign up required for early care.

Lower School **Side** Entrance for Early Childhood and Kindergarten Students:

1. The side entrance in the Redbud Playground is unlocked between 7:30 a.m. and 8:20 a.m. and then again from 2:30 p.m. till 3:30 p.m. ***Between 8:20 a.m. and 2:30 p.m., the side doors will be locked and will be accessible only by AFS employees.***
2. If you arrive between 8:20 am. and 2:30 p.m., you will need to enter the Lower School at the front entrance, sign in at the front window, and use your fob to enter. Sign in is required between 8:10 and 2:45 p.m. If you do not have your fob, please wait for an adult to let you in.
3. Early morning care is available for EC and K children in Lower School from 7:30 a.m. to 7:55 a.m. in a designated classroom.

AFS Lower School Morning Arrival Procedure/Guidelines

*Thank you for your help with keeping
the arrival of students safe and secure!*

- Our school day is from 8 a.m. until 3 p.m. It is important that students arrive by 8:00 a.m. as all classrooms have important activities, which begin at that time. **All Children who arrive after 8:10 a.m. must be signed in at the front office.**
- Families who need early drop-off may bring their children as early as 7:30 a.m. beginning the first day of school. Early childhood and kindergarten students will go to the designated early care classroom. For 1st through 4th grades, supervision will be provided in the LS library until 8:00 a.m. At that time, all students will be guided to their classrooms.
- When arriving to school, please drive slowly and stop at the stop sign. Park only in designated spaces. **For the SAFETY of all, please adhere to the designated areas. Cars should never be left unattended along the curb in front of the Lower School entrance. Please do NOT park around the circle. Cars parked around the circle create a “blind spot,” which puts children at risk of being hit by a moving vehicle. All painted areas in front of the school are fire lanes and cars are not to be parked there.**
- Please cross only at the crosswalk.
- Due to the age of the students as well as the volume of families needing to park, the side parking lot is reserved for the use of families of early childhood and kindergarten students. If you have a child in grades 1– 4 and you must accompany them in, please use the front parking lot and walk your child through the front door of the school.
- Please remember that Handicap spots are available for those in need. These should be used by vehicles displaying the proper sticker or tag.
- If your child is going to arrive late, or if he/she is going to be absent or leaving school early, please call Tricia Cassidy at 215-576-3960, or e-mail her at tcassidy@abingtonfriends.net by 8:30 a.m. and let her know so that she may communicate this to the teachers and adjust the dismissal plans.

***If you have any questions, please let us know.
Thank you for your help.***

AFS Lower School

Dismissal Procedure/Guidelines for 3:00 p.m. Car Pickup

General Information: Dismissal time is 3:00 p.m. to 3:20 p.m.

- If you will be making any changes in your dismissal plans, contact the Lower School office before 2:30. If calls come in after 2:30, we cannot always process them in time for a peaceful dismissal.
- If you have an emergency which will delay you, please call the Lower School office. After 3:20, any children still waiting will be escorted to the Extended Day program. There will be a drop-in charge beginning at 3:30.
- When you arrive for dismissal, please drive slowly and stop at the stop sign.
- If you are parking, use a **designated parking spot**. **Do not park anywhere on the circle.**
- Please remember that Handicap spots are available for those in need. These should be used by vehicles displaying the proper sticker or tag.
- Please cross only at the crosswalk when entering the front of the Lower School.
- Once you have picked up your child, please supervise his/her activity. Teachers will be supervising only students who have not been picked up.

Students in the early childhood classrooms scheduled for 3:00 p.m. pick-up:

- All children need to be picked up personally by an adult, from the classroom.
- Adults picking up students need to park in the side lot and walk through the Redbud playground to the side doors to pick up children. **Do not park anywhere on the circle in front of the building.**
- Please remember to pick up the student's belongings and connect with your child's teacher.

Students in the Early Childhood classrooms scheduled for noon pick-up:

- Pick-up time for children scheduled for our half-day program is noon. All half-day pickups will occur from the front lobby of the Lower School. Please park in the lot and enter through the front doors.

Students in grades K-4 scheduled for 3:00 p.m. car pick-up:

- All students who are picked up at 3:00 p.m. in grades K-4 will exit through the front door of the Lower School and wait in the grassy areas in front of the Lower School. Once there, teachers will supervise them until an adult comes to pick them up.
- To pick up a student via the car line, enter the campus from Washington Lane, proceed slowly and form two lines. When directed, cars will alternate left, right, left to form a single line before approaching the front of Lower School. Drive up to the circle and a teacher on duty will call for your child from the dismissal area. **Please do not get out of your car.** A teacher will help your child get into the car.
- When picking up your child, please display the nametag given out on Orientation Day, on your windshield.

**Thank you for your help with
keeping dismissal safe, smooth, and secure for all students!**