

PES Language Program

Arrival and Dismissal Procedures

MORNING ARRIVAL:

- Participants should arrive between **8:05-8:10AM**; the teacher will wait in the main office during that time to collect the students.
- Parents should park out front of Pocopson Elementary School, in the visitor spots, and walk their child into the main office.
- All students will enter the school building through the MAIN doors only.
- Students will be dismissed by their teacher at 8:55AM and they will walk to their homerooms to start the school day.
- To limit the spread of COVID, all parents and students must wear masks when in the building.

DISMISSAL:

- PM classes end promptly at 4:30PM.
- Parents should park out front of Pocopson Elementary School between **4:25-4:30PM**, in the visitor spots, and walk to the front doors. They will wait outside of the front doors to collect their children.
- All parents will carry a pick-up sign with the full name of the student(s) they are picking up. The teacher will walk the children down from the class and dismiss kids, one at a time. **At the first pick-up, parents MUST show their IDs to the teacher.** After the first session, this is not required; however, if there is ever a new person picking up, parents must add that name to the pick-up form and that person must show his or her ID at the first pick-up.
- All parents will list the names of Carpool Drivers for their child/children on the Admission Slip, and teachers will keep the list of authorized people in the classroom. Children will not be released to anyone not on the list unless a note is sent in granting permission to an alternate adult. All transportation changes should be emailed to the director of the language program, Melissa Lichty, at melissa.a.lichty@gmail.com
- On most days, parents will remain outside for pick-up and they cannot take their child without letting the teacher know. In the case of bad weather, parents will be admitted to the lobby and they must wear masks when in the building, to limit the spread of COVID. Masks are not required outside.

Late Arrival

Sessions begin promptly at their designated times. Classroom interruptions due to lateness distract all students from instruction and the incoming student faces the difficulty of trying to catch up. It is best for all if students are present and ready for instruction by the start of class.

Students who arrive after 8:10AM must be walked into the main office with a parent report obtain a late admission slip. It is strongly recommended that children arrive five minutes prior to the scheduled class time.

Early Dismissal

Early dismissal should be an unusual occurrence. When necessary, email Melissa in advance at melissa.a.lichty@gmail.com or send with the student a written note of request.

Snow Emergency & Cancellations

In the event of severe inclement weather, we will post closings on the Pocopson website and send out an announcement by email to parents. Pocopson Language classes follow the UCF District Snow Policy. Therefore, if UCF School District is closed for the day, closes early or cancels after-school activities due to inclement weather, the Language classes will automatically be cancelled as well. We will make every effort to reschedule these sessions at the end of our 20-week schedule.

Full Schedule

Classes begin on Tuesday, October 5th and the official program ends on Friday, March 4th.

UCF School District is closed on the following dates and these classes will need to be rescheduled. Rescheduled dates will be determined on a class-by-class basis. Your teacher will work with you to determine the date(s) that work best for the entire class. Language classes will be canceled on:

- Tuesday, 11/2/21- *Spanish II/III, Spanish I for grades 1-2, & ASL for grades 1-2- Canceled*
- Thursday, 11/4/21- *Chinese I & ASL for grades 3-5- Canceled*
- Classes will NOT meet during Thanksgiving week- 11/23/21-11/26/21; these are built into the schedule and DO NOT need to be rescheduled.
- Friday, 12/24/21- *French I for grades 1-2- Canceled*
- Classes will NOT meet during Winter Break- 12/27-21-12/31/21; these are built into the schedule and DO NOT need to be rescheduled.
- Tuesday, 2/1/22- *Spanish II/III, Spanish I for grades 1-2, & ASL for grades 1-2- Canceled*
- Friday, 2/18/21- *French I for grades 1-2- Canceled*

