



FPSE Arrival and Dismissal Procedures

At Fred and Patti Shafer Elementary, we need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our pick-up and drop-off procedures. Failure to do so creates chaos, frustration and unsafe conditions. Each family should read and follow these procedures.

All families/households will be assigned a Transportation Tag (also referred to as a hang-tag) with a specific number and color for car rider dismissal. Color and number assignments will also be used for **Kindergarten, 1st and 2nd grade walker and bike rider dismissal.** Each family will receive 2 hang-tags per household at Meet the Teacher. Families unable to attend Meet the Teacher will receive their tags on the first day of school. Teachers will have number tags to attach to student backpacks. If your child is not normally a car rider, we ask that you keep these Transportation Tag hang-tags in your glove box if the need arises to pick your child up via car. For families with multiple children, your hang-tag will be the color and number of the youngest student. If additional hang-tags are needed, please contact the front office at 281-234-1900.

General Precautions:

- Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- No arrivals or drop offs on campus prior to 7:40AM for students. Supervision is not provided prior to 7:40AM. Students should not be on campus without an adult prior to that time.
- Please DO NOT STOP on the streets around FPSE to either drop-off or pick-up students. This makes it very dangerous for children to enter the school area. Please continue to drive through the front drive for drop off and pick up. Refer to the Arrival & Dismissal Map.
- Please DO NOT use Goddard Daycare as a place for you to drop off or pick up your child. That is for Goddard parents only.
- Use crosswalks to cross streets and loading zone lanes in the front of the school.
- Follow all directions from school personnel. They can see potential problems you may not.
- Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on, to see and be seen.
- **Cell phone use is not permitted in school zones during arrival and dismissal times.**
- Please drive slowly and watch for children!

This document is divided into two sections, ARRIVAL and DISMISSAL. Please review each section for our arrival and dismissal procedures.

Thank you for supporting FPSE by following the procedures indicated in this document as the safety of your students is our top priority!

Sincerely,
FPSE Administration & Staff

Arrival

Students go directly to the classrooms at 7:40 AM when they enter the building. No before school supervision is provided by staff before arrival at 7:40 AM. Please do not allow your child to arrive at school before 7:40 AM.

Bikers:

- Bike riders may arrive at 7:40 am and immediately enter the building to go to class. Bikes should be placed securely in the bike racks and locked.
- There are 2 bike racks for students to use. Please use the one that is closest to your arrival location (North Walker/Biker or South Walker/Biker). One bike rack (South) is located near the Gym across from Goddard Day Care and Ranch Point Dr and one bike rack (North) is located near Cinco Ranch Blvd and car rider drop off.
- Bike riders may enter the building either using the main front entrance or the double doors to the right of the main entrance closer to the gym.

Walkers:

- Walkers may arrive at 7:40 am and immediately enter the building to go to class.
- Walkers may enter the building either using the main front entrance or the double doors to the right of the main entrance closer to the gym. We ask that walkers not enter the building at the bus ramp. This entrance is for bus riders only.
- Please do not use Goddard Daycare as a place for you to drop your child off and walk across the bus drive.

Car Rider Drop Off (Front Entrance only):

- Car rider drop off begins at 7:40 AM at the front of the school ONLY. **DO NOT** use the Kindergarten Drive (off Cinco Ranch Blvd) to drop your child off. That area is reserved for Day Care and Special Education Buses only.
- Pull your car as far forward into the loading zone along the curb as traffic allows. The unloading zone begins at the end of the drive before the turn. Please look for school personnel to assist you. Drivers may drop-off students along the entire length of the unloading zone.
- Students can unload from the PASSENGER SIDE of vehicle only. We ask that the driver remain in the vehicle and to keep the driver side door closed. Trunk unloading is discouraged as it impedes the flow of our drop off traffic.
- Keep pulling forward and **fill in all gaps** in the drop off line. Do not stop your vehicle where it blocks the crosswalk. Watch for staff directing traffic.

- Have all school materials including backpack and lunch ready before student exits the vehicle.
- Once your student has exited your vehicle please wait until you see cars beginning to pull forward to exit. You must turn right out of the school to exit. Look for crossing guards to direct flow of traffic. Please be patient as we cross walkers/bikers and use caution as you pull out of the drop off line.

Bus Riders:

- Bus riders are picked up at designated spots in the neighborhood and delivered to campus at the staff parking lot drive. Please check the Katy ISD bus query web page <http://busroutes.katyisd.org/wqsimweb/webquery/> for information about bus routes.

Dismissal

We ask that students maintain the same dismissal plan each day when possible. Please make sure your child has a severe weather day plan on record with their classroom teacher if their dismissal plan will change with inclement weather. Severe weather day dismissal is called at 2:45 pm and communicated via text message from the school. You can sign up for this alert and other communication by texting **@fpseparent to 81010** or to **(254) 247-3498**. Please remember that all transportation changes must be submitted through a signed note, signed fax or in person by 2:15pm.

Car Rider Pick-Up (Front Entrance only):

- Colored and numbered hang-tags will be provided for every family at FPSE. Each family will receive 2 hang-tags. Teachers will have student tags to attach to student backpacks. Students will be dismissed by their color and number as a family.
- Colored hang-tags **must** be displayed for your family and any other students that are carpooling with you when you enter the pick-up line. Hang-tags should be clearly displayed and visible from the sidewalk or curb. If you do not have a hang-tag for car rider pick up, you will be asked to park and enter the building to receive a replacement tag. **You must bring in your ID** to receive a replacement tag. You will then be asked to pull back into the end of the car rider pick-up line.
- Cars must pull into the **back of the car rider line** along Ranch Point Dr. to ensure the FPSE staff has entered your hang-tag information. If you enter the line anywhere but the back of the line, you run the risk of having your hang-tag number missed. If your number is not entered into our spreadsheet for dismissal you will be asked to pull back into the end of the car rider pick-up line.

- Pull your car as far forward into the loading zone as traffic allows. Cones will be placed for reference, but cars do vary in size. Please do not stop at a cone if space allows you to continue to pull forward. Student pick-up is available from front loading zone lane only.
- No cell phone use allowed while waiting for your child.
- All cars will pull into place before students are brought to the sidewalk to be loaded at dismissal. Do not slow down to look for your child – students will be lined up in their correct dismissal spots inside the building. Students will be brought out and 18 cars will be loaded at a time. During inclement weather, we may reduce the number of cars loaded in each group.
- Once your child has entered your car on the passenger side of the vehicle, please exit the front drive and right turn only. Please encourage your child to enter the vehicle and buckle up quickly so that we may keep the line moving.

Bus Rider Dismissal:

- Students are escorted to the gym by staff and lined up by bus number to be loaded onto their bus.
- Students will not be dismissed to parents from the bus lines. If a parent needs to change transportation, it must be done through the front office prior to 2:15 PM.

South Biker/Walker Dismissal (Cross Ranch Point Dr. by staff parking lot):

- All students will be dismissed from the double doors to the left of the main entrance. **Bikers will be dismissed first.**
- **Kindergarten, 1st and 2nd grade students will only be released to a parent, guardian or designated adult with the matching colored and numbered hang-tag. If a Kinder, 1st, or 2nd grader has an older sibling, there must be written permission on record for them to walk home without a parent/guardian.** Please make sure you bring your hang-tag with you to pick up your Kindergarten, 1st and/or 2nd grade child. Each family will receive 2 hang-tags. Teachers will have student tags to attach to student backpacks. If you do not have your hang-tag, you will be asked to go to the front office to receive a replacement hang-tag. **You must bring your ID** to receive a replacement.
- Written permission must be provided to the front office for Kinder, 1st and 2nd grade siblings to be permitted to walk home with an older FPSE student. Students' backpack tags are marked indicating that a note has been provided to the front office.
- Parents may not park on campus to pick up students as walkers. **If parents park on campus to pick up students, you will be asked to enter the car rider line and the student will be dismissed as a car rider.**

- **Parents may not use Goddard to pick up their Walkers.**

North Biker/Walker Dismissal (Crossing Cinco Ranch Blvd):

- All students will be dismissed from the 1st grade doors (exit closest to Kindergarten Drive). **Bikers will be dismissed first.**
- **Kindergarten, 1st and 2nd grade students will only be released to a parent, guardian or designated adult with the matching colored and numbered hang-tag. If a Kinder, 1st, or 2nd grader has an older sibling, there must be written permission on record for them to walk home without a parent/guardian.** Please make sure you bring your hang-tag with you to pick up your Kindergarten, 1st and/or 2nd grade child. Each family will receive 2 hang-tags. Teachers will have student tags to attach to student backpacks. If you do not have your hang-tag, you will be asked to go to the front office to receive a replacement hang-tag. **You must bring your ID** to receive a replacement.
- Written permission must be provided to the front office for Kinder, 1st, 2nd grade siblings to be permitted to walk home with an older FPSE student. Students' backpack tags are marked indicating that a note has been provided to the front office.
- Parents may not park on campus to pick up students as walkers. **If parents park on campus to pick up students, you will be asked to enter the car rider line and the student will be dismissed as a car rider.**

Severe Weather Dismissal:

- Severe Weather Dismissal will be called by 2:45pm the day of via text message from Remind 101 and email from administration. **Only then will the severe weather dismissal begin.** If the school does not call severe weather, your child will go home their usual way.
- This ONLY affects Bikers/Walkers. All other forms of transportation will be dismissed as usual. However, the car rider line will be impacted with more families picking up. Please devote more time on inclement weather days.
- **Please make sure your Severe Weather plan is on file with the teacher. You will be given a copy of your choice at the beginning of the school year. Please keep this in a safe spot.**
- If you choose to have your child continue to be a biker/walker, we will dismiss from the same locations but remain inside. Parents you will be able to come up to the designated pick up area to collect your child.
 - **North Bikers/Walkers:** Parents you will wait right outside the 1st grade door. Staff will ask for your child's hang-tag number and bring them to you. **Parents MUST bring their hang-tag to collect your child.** If you do not have your hang-tag, you will be asked to wait until everyone else is picked up before confirming ID.

- **South Bikers/Walkers.** Parents, you will wait right outside the double doors to the left of the Main entrance. Staff will ask for your child’s hang-tag number and bring them to you. **Parents MUST bring their hang-tag to collect your child.** If you do not have your hang-tag, you will be asked to wait until everyone else is picked up before confirming ID.
- If your child will become a car rider during Severe Weather Dismissal, please follow the Car Rider Pick-Up directions.

Sign up for important updates from Shafer Elementary

Get information for Shafer Elementary right on your phone—not on handouts.

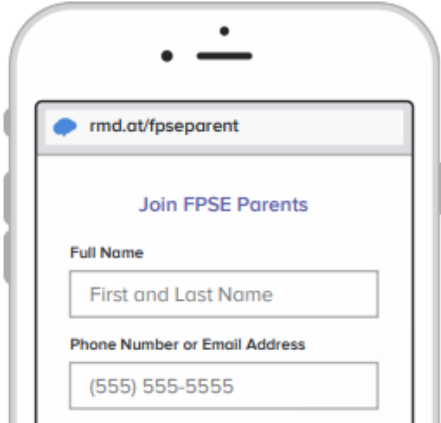
Pick a way to receive messages for FPSE Parents:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/fpseparent

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message [@fpseparent](https://www.remind.com/@fpseparent) to the number 81010.

If you're having trouble with 81010, try texting [@fpseparent](https://www.remind.com/@fpseparent) to (254) 247-3498.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/fpseparent on a desktop computer to sign up for email notifications.