



## **LATE ARRIVAL AND EARLY DISMISSAL**

Please abide by the following procedures to ensure the safety and wellbeing of our students.

### **Late Arrival**

If arriving after 9:00, children ten and older may go to the Common Room unescorted, sign in, and proceed to class. All children under ten must be escorted to the Common Room and the parent must sign-in. Younger children may also need to be escorted directly to/from their classroom.

If a parent knows in advance that a child will be arriving late, the parent should contact the homeroom teacher and target teacher (if applicable) directly by email or text as soon as possible (and cc the Curriculum Coordinator and GM). If the teacher(s) cannot be reached by the morning of Keisho classes or activities, the parent should call/text the Keisho phone at 703-868-3241.

### **Early Dismissal**

Parents must notify their teacher(s) of early dismissal by contacting the teacher(s) directly by the beginning of class (cc the Curriculum Coordinator and GM) or in the form of a written and signed note that the child gives directly to the teacher at the beginning of class.

Even when advance notification is given, if the child is under ten years old, the parent/designated adult must sign out the child in the Common Room, then go upstairs to the child's classroom to escort the child directly out of the school.

If the teacher does not receive advance notification, regardless of the age of the child, the parent/designated adult must sign out the child in the Common Room, then go upstairs to the child's classroom to escort the child directly out of the school.



**Washington Japanese Heritage Center (Keisho Center)**

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If a child at least ten years of age who is eligible for direct dismissal must leave class early and whose parent has given the teacher advance notification, the child must first sign out in the Common Room and then can be picked up at the upper level entrance of the school.

No student of any age – including those that have permission for direct dismissal – will be allowed to leave the classroom early if the parent has not given notification to the teacher either in writing or in person.