



DROP-OFF AND PICK-UP

We highly encourage parents to park and enter the Common Room each Saturday. Although not required of parents of older students, coming to the Common Room and interacting with teachers, staff, and other families each week will help enrich your experience at Keisho.

Drop-Off

Children ten and older may be dropped off 8:45 - 9:00 and come to the Common Room unescorted. Parents may drop off children ten and older either at the Norwood Middle School Parking Lot or at the circular driveway near the upper level entrance of the Middle School ([Norwood Map](#)). All children under ten must be escorted to the Common Room.

Parking

Cars may not be parked and left unattended in the circular driveway of the upper level entrance of the Middle School at any time. This is a fire lane and as such any unattended cars are subject to ticketing and/or towing. The parent must park in a marked parking space in the Norwood Middle School Parking Lot, or if full, in the Visitor Parking Lot.

Designated Adults

All families must review and digitally sign ("agree" to) the Consent and Release section of their online Keisho Center Family Account. Those listed as "emergency contacts" and other "designated adults" on a student's account have permission to pick up the student.

Pick-Up

Children will be dismissed from the Common Room following music time at approximately 12:30. After 12:30, parents/designated adults are responsible for their child(ren) and must supervise them at all times.



If parents/designated adults are not able to arrive by the end of the regular class time, they must call and/or text Keisho Center directly prior to 12:30 at 703-868-3241.

A Core Group member and/or the child's teacher will remain with any child(ren) not picked up at 12:30 of a regularly scheduled class or at the end of a Keisho Center event.

Direct Dismissal

On the online Keisho Center Family Account, parents may choose to give "Permission for Direct Dismissal" to children at least ten years of age by selecting "Yes" in the Permission for Direct Dismissal field of the Consent and Release section.

Those children with permission for direct dismissal may be picked up at the upper level entrance of the Norwood Middle School at the end of the regularly scheduled class time. Older siblings with permission for direct dismissal must go to the younger sibling(s)' teacher to pick up the sibling(s) and receive their red folder.

Children with permission for direct dismissal are instructed to remain on the walkway in front of the upper level entrance of the Norwood Middle School. Older siblings must remain with the younger children they are escorting at all times until the parents/designated adults arrive.

In the event of inclement weather, children with permission for direct dismissal are instructed to wait inside the upper level entrance of the Common Room and then exit when the parents/designated adults arrive.

In the Event a Parent Does Not Arrive

Children with permission for direct dismissal who are not picked up by 12:45 are instructed to return inside the building and notify a teacher or Core Group member.

If a child has not been picked up by 12:45 and the parents/designated adults have not called or texted the Keisho Center phone, a Core Group member or teacher should try to contact the parents/designated adults.

If the parents/designated adults cannot be reached, a Core Group member or teacher will try to contact the emergency contacts and then the Additional Designated Adults



listed. A complete listing of all students' emergency information is located in the binder kept in the locked file cabinet in the library room (keys are kept by the GM and Curriculum Coordinator). Children will not be sent home with another family unless directed by the parents.

If a child's parents or emergency contacts cannot be reached by 1:00 of a regularly scheduled class, or a half hour following a Keisho Center event, a teacher or Core Group member will notify the police.

- In Montgomery County, Maryland, call 301-279-8000 (this is where Norwood School is located and will generally be the first number called)
- In the District of Columbia, call 911 which is for both non-emergency as well as emergency situations
- In Fairfax County, Virginia, call 703-691-2131
- In Arlington County, Virginia, call 703-558-2222
- In other areas the telephone numbers may vary. If in doubt, dial 0 (zero) for the operator and request to be connected to the police non-emergency line for your location.

After the police have been notified, contact the General Manager, Curriculum Coordinator, or President who will notify all Board members as soon as possible.

The Core Group member or teacher will remain with the student until the local police take custody of the child.

Families will be responsible for any expenses related to the police taking custody of a student whose contacts could not be reached by 1:00 of a regularly scheduled class or a half hour following a Keisho Center event.

Before leaving the building, the last Core Group member should check all classrooms, restrooms, common rooms, and outside the front and lower level doors or other pickup area (if a Keisho event was held in a different part of the Norwood School Building) to assure that all children have been picked up.