

IMPORTANT REMINDERS FROM YOUR KGES OFFICE

- **Coming to school:** Please bring your ID. Check in with office first. Follow COVID-19 guidelines.
- **Absence/Late Arrival, Early Checkout, and Transportation/Dismissal change:** Submit all request or change [online](#) preferably before 9:30 am on KGES website home page to avoid delay in processing. (Select the right form.) Teachers and office will receive your request automatically and simultaneously. *

**FCPS sends automated ABSENCE alerts to parents daily. Upon receiving alerts, parents should submit requests online promptly for office to update your child's attendance.*
- **Dismissal changes:** Keep your dismissal routine. It is important to discuss any dismissal change with your child **AND** submit dismissal change [online](#) in the morning, to avoid confusion. If it's an unexpected change that your child(ren) isn't aware of, please **DO** indicate it in your request, so we can notify student/teachers timely.
- **Early Check Out:** If you must check out your student early, submit [online](#) request **preferably before 9:30 am**. Your notification helps your teachers and office to coordinate, prepare and locate your child. Sign on the Office Sign out clipboard and wait in the lobby/office. We will call student upon your arrival. Students will only be released to parents, guardians, and authorized emergency contacts. Must be ready to show ID. **Latest Checkout is 2:45pm.**
- **Bus App and Bus Delay:** If bus is delayed, parents may access the [Bus Delay Notification System](#) or use the [Here Comes the Bus mobile app](#) to receive the delayed bus alert. Use code **28982** when registering for Here Comes the Bus. App Tech support: HCTB@fcps.edu or 571-423-2400. Transportation Dept: 703-249-7100.
- **Bus Pass:** No bus passes will be issued at this time.
- **Forgotten items:** Unfortunately, we cannot notify or deliver any items during instructional time. All items must be dropped off at the cubby in the lobby, **not the office**, then email your teacher. To have a successful school day, please help your child prepare before school. Check backpack, water bottle, snack, lunch box, laptop, clothes, homework, project, musical instrument, form, due, library book, etc.
- **Bell Time:** 8:45 am – 3:35 pm
- **Morning arrivals:** Parents should not accompany the child(ren) into school. For safety and security reasons, walkers and bus riders use **front door only** and enter at 8:45 am. Kiss and Ride may enter Door 8 beginning at 8:35 am.
- **Tardy:** Please arrive to school by 8:45 am. Students are tardy if not in the classroom by 8:55 am. If your child is late, you must park and walk the student to the front door. Please DO NOT drop your child off and leave.
- **Dismissal Time:** 3:35pm. Please arrive at kinder walker area (Door 8), 1st-6th grade walker area (Door 7), Kiss 'n Ride or your bus stop at least 5 minutes earlier.
- **Lunch:** Parents should not come to join students for lunch.
- **News You Choose:** [Sign up](#) (KGES home page) to stay updated with what's happening at KGES.
- **Clinic Dismissal:** If dismissed by nurse with signs of COVID like illness, and if child test positive, please isolate for 5 days. Student may return to school on day 6 wearing a mask through day 10.
- **Return to School After Illness –** Please report Covid positive case to school for most recent return to school guidance. Students should also be 24 hours free of fever, diarrhea, or vomit prior to return to school.
- **Lumsden St.:** If you drop off or pick up your child for Kiss 'n Ride, please do not use Lumsden St. It is for school buses only during arrival/dismissal time.
- **Parking/Kiss 'n Ride:** Please do not park in the bus circle, Kiss 'n Ride or our neighbors' driveways during school hours. Park in the designated parking area.

