

# **FestaVille LLC.**

## **Procedures for Student Sign in and Student Pickup**

### **Sign-In:**

- 1) Elementary students should report directly to the Black and White Cafeteria (Room B110) with the supervising adult after being dropped off by the elementary bus. FFMS students will report to B110 after being dismissed from their last period class and gathering their needed materials from their lockers. Once in the program, children grades 6-8 will not be allowed to return to their lockers.
- 2) If student has an extra help to attend with a subject teacher, they need to check in with FestaVille first, inform us where they will be, and then return to FestaVille when done with a pass from that teacher.
- 3) If a student has a long-term club or sport requirement, a note with the dates the student will be absent from FestaVille will be needed. They will not need to check in with us each day in this case.
- 4) If a student is absent from school or will be missing FestaVille for some reason, please send an email to [festaville@gmail.com](mailto:festaville@gmail.com) to inform us so we know that they will be absent.

### **Pick-Up:**

- 1) Students may be picked up at any time from the program within the 3:35-6:00 time period. Parents or designated pick up person should come to the parent pick up road (first right turn by the main entrance to FFMS). Follow the pick-up road to the cafeteria building on the left-hand side. You may park there and enter through the RED door on the left hand side of the cafeteria building. The FestaVille students will be in the last (third) cafeteria on the right at the end of the hall. Students should be picked-up and signed out from the program here.