



# Hillcrest Elementary School 2017-18

## Arrival and Dismissal Procedures

*For the safety of our students, please follow these procedures:*

### Arrival

- Students should not arrive at school prior to 7:15 a.m. unless transported by a school bus
- Students arriving to school in a car should ALWAYS be dropped off in the car line.
- NEVER drop off students in any of the parking lots, unless you are parking and escorting them into the building.
- Drive vehicles all the way up to the first yellow sawhorse when dropping off in the car line, this allows as many as 8 cars to drop off their children at the same time and clear out traffic sooner.
- Children should be prepared to exit the car in a timely and efficient manner.
- The driveway by the lunchroom is for school buses and daycare vans ONLY.
- Students are counted tardy if they are not in their classrooms by 8:00 a.m.

### Dismissal

- ALL car riders will exit out the front door (No separate parent pickup location)
- Car passes will be required daily. Have them visible in your car or in your hand.
- Please make arrangements for your child(ren) to be picked by 3:30 p.m.
- Students designated as WALKERS should be walking off campus - not walking to their parent's car in the parking lot.
- We prefer all cars to go through the car line, however, if you must walk up to get your child from the car rider line, you will need to park in the parking lot behind the cafeteria and follow these procedures:
  - Have your car pass in hand
  - Stand in the designated area out front for parents
  - Wait in the designated area until someone picks up your car pass
  - Children will exit the building with their car pass and should then be escorted, by you, to your vehicle.

Dismissal during the first days of school can be frustrating for everyone, we thank you in advance for your patience and positive attitude as we work to provide the safest environment for your children.