

Drop Off and Dismissal Procedures



MORNING DROP OFF

- ▶ Students are not permitted on campus without parent/guardian supervision before 7:30am.
- ▶ Gates open at 7:45am-Gate closes promptly at 8:00am
- ▶ Parents **MUST** accompany students to the front office to sign in if tardy.
 - ▶ Do not leave your car unattended in drop off zones during this time
 - ▶ Arrive earlier to prevent frustration and unneeded anxiety for you and your child(ren)
- ▶ Drive 5mph-Safety first
- ▶ Don't park in NO PARKING ZONES. Parking tickets will be distributed.
- ▶ When exiting DHCS/DHP campus you **MUST** make a right turn only. Signs are available as a reminder.
- ▶ All students and adults are expected to use the guarded crosswalk for their safety and protection.

DHCS SECRETS TO A STRESS FREE DROP OFF and PICK UP



- ▶ Pretend schools begins at 7:45am.
- ▶ All students are to unload to the left of your vehicle and walk in the direction of the safety patrol personnel on duty. Do not allow your child to run in between vehicles to reach the sidewalk. Trust our staff to get your child(ren) to where they need to go, morning recess! That few minutes early allows the brain to exercise before their day begins.
- ▶ Be courteous to other drivers and be on your way in a timely manner.



TWO DROP OFF GATES

Front gate (flag pole)

DRIVE AND DROP (PARENTS)

- ▶ Kindergarten-2nd grade drop off at the front gate. Stay in the left lane when entering parking lot.
- ▶ 3rd & 4th grade must be in the classroom for morning work prior 8:00am. You may drop them off at the back gate (stay to the right when entering parking lot). Continue to drive around the back of the school.

Be respectful and DO NOT park on or block the path behind the school.

Back gate (behind cafeteria)

PARK AND WALK (PARENTS)

- ▶ DO NOT PARK IN A NO PARKING ZONE
- ▶ All students- If you park WEST of the school enter through the front gate
- ▶ All students- If you park EAST of the school you may enter through the back gate
- ▶ ALWAYS be conscientious of the traffic around you.



PICK UP

PARENTS and STAFF ARE REQUIRED TO ADHERE THE RULES ESTABLISHED BY ADMINISTRATION FOR THE SAFETY OF OUR COMMUNITY

- ▶ All students are assigned a specific ZONE prior to the start of school.
- ▶ ALL ZONE COMMENTS, QUESTIONS, AND CONCERNS are to be communicated to Debbie Hamza at the front office.
- ▶ Rotating Zone requests must be submitted to Debbie Hamza in calendar form.
- ▶ Do not remove your child prior to end of day release time without signing them out. This will also count as an absence.
- ▶ You **MUST** have your ZONE card with you for your child to be released. If you do not, you will be asked to visit the office personnel to confirm your identity. All are color coded per ZONE and it is a helpful tool to make the process more efficient. Eventually the teachers will know you by name, but until then...
- ▶ Students must remain with their ZONE group while waiting for parents to pick up. We ask that you work with us regarding this matter for the safety of your child(dren). **DO NOT ALLOW THEM TO APPROACH FENCES OR GATES** without teacher permission.
- ▶ All students and adults are expected to use the guarded crosswalk for their safety and protection.
- ▶ All other students should be off campus by 3:15 PM.
- ▶ Students waiting for rides must be in compliance with school rules as long as they are on school property.



Parking Permitted

No Stopping, Standing, or Parking

No Stopping, Standing, or Parking

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NO Parking

Bell/Greenway Neighborhood
SCHOOL BUS PARKING

STUDENT
DROP-OFF
AND
PICK-UP
AREA

STUDENT
DROP-OFF
AND
PICK-UP
AREA

Merge Right



600

100

300

500

200

400

5 MPH

5 MPH

5 MPH

5 MPH

5 MPH

Student Pickup/Zone Assignments Procedures

It is extremely important that parents note the policies that are in place for dismissal of our students. EVERY student will be assigned a Zone, in which, with the exception of Aftercare students and Transportation students, all students will report to at dismissal for pickup by their parent.

Students will NOT be allowed to wait in office for pickup.

Zones will be assigned the following way:

Parents, if you carpool or are making pickup arrangements with another parent for your child and we will need to make an adjustment to their Zone, it is **EXTREMELY IMPORTANT** that you contact the front office **no later than July 16th** so that the correct Zone card is made for your student.

Each family will be issued 1 zone card, additional cards are available for \$2.00 each.

For the safety of our students, and so that we know where **ALL** students are at all times, students will **NOT** be permitted to come through the office for pickup.

Any student that will be walking or riding their bike home must have a signed permission slip on file in the office and student must sign out in the office each day before they leave campus. If you have any questions, please feel free to contact the office. We thank you in advance for your cooperation and support.

Zone 1: Northeast gate (Rear of school) for parents parking and walking to pick up their student(s).

Zone 2: Single Kinder & 1st Grade student (no siblings) East Drive (Rear of school)

Zone 3: Single 2nd & 3rd Grade student (no siblings) East Drive (Rear of school)

Zone 4 Single 4th Grade student (no siblings) West Drive (Flagpole sidewalk)

Zone 5: Students with sibling (eldest in 1st grade) West Drive (Flagpole sidewalk)

Zone 6: Students with sibling (eldest in 2nd grade) West Drive (Flagpole sidewalk)

Zone 7: Students with Sibling (eldest in 3rd grade) West Drive (Flagpole sidewalk)

Zone 8: Students with Sibling (eldest in 4th grade) West Drive (Flagpole sidewalk)

Zone 9: Students being picked up by Tutortime, Lea's Carousel, Kid Works (West-behind fence)

PICK UP

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- ▶ Afternoon arrangements for your student should be clearly understood between you and your child before your child leaves home AND communicated to the teacher and/or front office.
- ▶ Telephone messages to the office staff to change dismissal procedures will only be accepted in the case of a serious emergency and if received prior to 1:00 PM.
- ▶ Notes are required if there are any changes to how your child is supposed to go home. This policy is for the protection and safety of your child. All notes are to be submitted to Debbie Hamza, she will inform all who need to assist with the adjustment.
- ▶ At the sound of the 3:00 PM dismissal bell, all students should report to their assigned zone.
- ▶ All bus riders must report to the Kindergarten playground and car riders will need to report to their assigned ZONES.

