

# HOWARD DRIVE ELEMENTARY ARRIVAL AND DISMISSAL

## SAFETY PROCEDURES

For the safety of our students, parents are not to walk their children to class, but rather drop off and pick up at the designated locations. We will have security and staff supervising students at these locations. These procedures are the same every day, rain, or shine. Any visitor having access the building will need to go through the Raptor system, by showing a driver's license or passport, through the single-point of entry located in the front of the building on 136<sup>th</sup> street. Thank you in advance for your support in keeping our students safe.

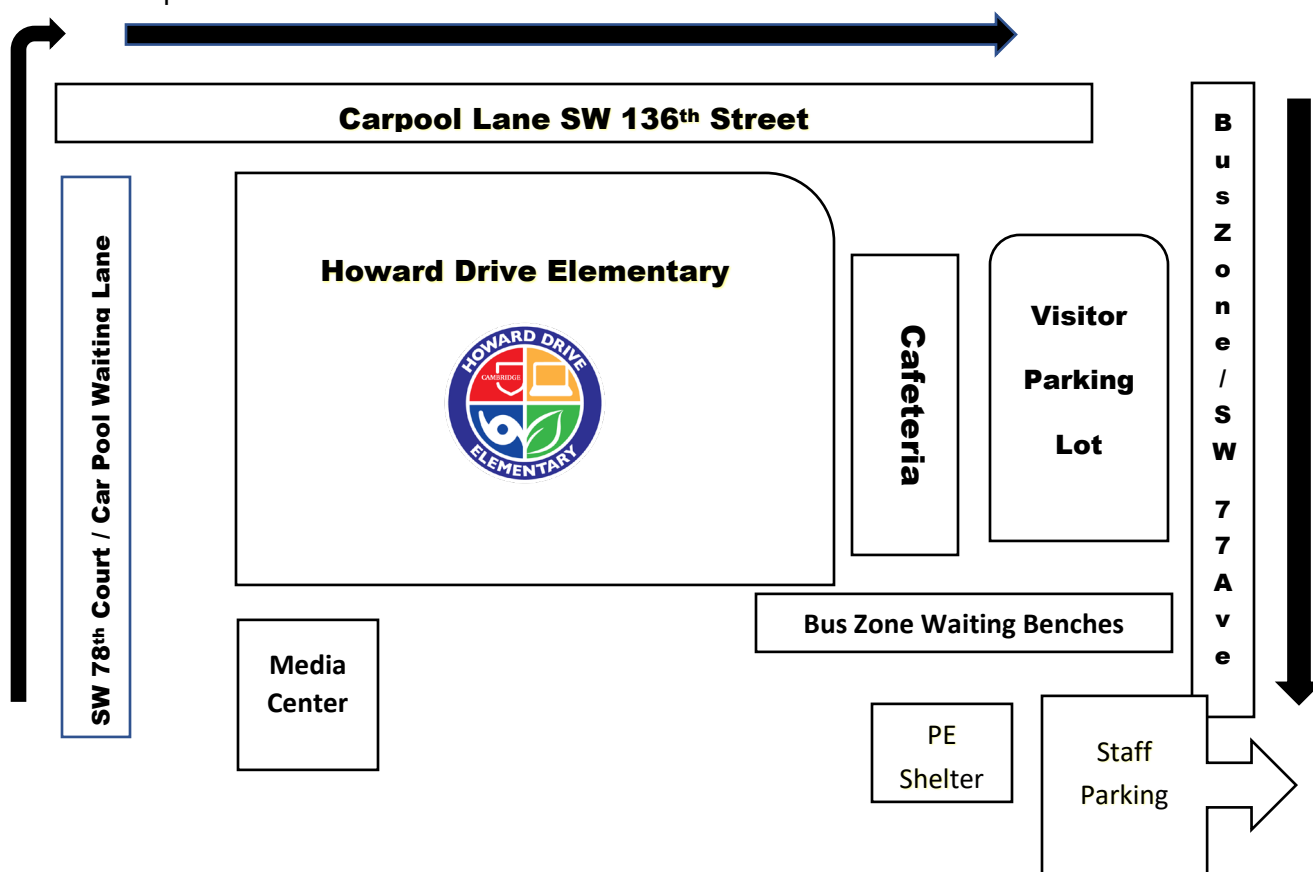
### Using the Carpool Lane for Arrival/Dismissal:

Parking is limited at Howard Drive Elementary we encourage parents to utilize the drop off and pick up zone (the carpool lane) located on 136<sup>th</sup> Street in the front of the school. Parents are to approach the carpool lane only from 78<sup>th</sup> Court. Please do not cut in the line in front of those properly waiting their turn as requested.

Please display the carpool sign assigned by the school in the rearview mirror and adhere to the following guidelines:

- Parents picking up Pre-K, Kindergarten or 1<sup>st</sup> grade should arrive prior to 1:50 p.m.
- Second grade through Fifth prior to 3:05 p.m. dismissal.
- Please do not leave cars unattended in the carpool lane.

Your cooperation will ensure a safe and smooth flow of traffic.



Please see our school hours below:

<u>Grade:</u>	<u>School Hours</u>	<u>School Days:</u>
Pre-K through 1 <sup>st</sup> Grade	8:20-1:50 PM	Daily Monday-Friday
2 <sup>nd</sup> through 5 <sup>th</sup> Grade	8:35-3:05 PM	Mondays, Tuesdays, Thursdays, Fridays
	8:35-1:50 PM	Wednesdays ONLY

## ARRIVAL

<u>Grade</u>	<u>Arrival Hours</u>	<u>Arrival Location</u>	<u>Tardies:</u>
Pre-K through 1 <sup>st</sup> Grade	8:00 -8:20 AM	SW 136 Street	After <b>8:35 AM</b> all children will report to the main office
2 <sup>nd</sup> – 5 <sup>th</sup> Grade	8:00 – 8:35 AM	SW 136 Street	

**NOTE:** All tardy students **MUST** be accompanied by an adult to the main office to obtain a tardy pass. You will need to go through the Raptor system.

### **ALL STUDENTS WILL BE SUPERVISED BY STAFF MEMBERS IN THEIR MORNING LOCATIONS**

- Students in Pre-K, Kindergarten and First Grade go straight to their classrooms.
- 2<sup>nd</sup> – 5<sup>th</sup> Grade students will report directly to the cafeteria, where staff will be present to supervise. Teachers will then pick up their students from the cafeteria.
- For your child's safety, DO NOT drop him/her off before 8:00 AM. If you require an earlier drop off, you may enroll your child in our Before School Care Program in the cafeteria. Before then there are no staff members at school to ensure proper supervision.

## DISMISSAL

**Two Designated Pick-up locations – Have your child's name on your Rearview Mirror Hang Tag with your child's teacher. Please DO NOT leave your vehicle unattended in the carpool lane. Move up as the traffic moves up. We will assist your child in their car.**

- **ALL students** will be dismissed together with their teacher when the bell rings (1:50 PM or 3:05 PM) and wait under the overhang on 136 Street. Students will wait with the teacher until their name is called to be dismissed.
- Parents that are walking to the school to pick up will also wait on 136 street by the carpool lane.
- Parents can choose to park on the designated parking on 77<sup>th</sup> Ave and walk to the carpool lane to pick up students. **It is highly suggested you use the carpool lane.**
- Bus Students – students that ride the bus will be escorted to the **bus zone (waiting on benches)** until the bus has arrived.

Please be prompt in picking up your child from school. We do not have staff members available to supervise your child after dismissal unless they are enrolled in our After School Care Program.

**Parking:** Is available for parents and guests in the parking lot located on 77<sup>th</sup> Avenue by the Cafeteria. Please do not utilize it as a drop off or pick up area as it poses safety problems.

**Bus Zone:** The bus zone is located on 77<sup>th</sup> Avenue. There is NO parking allowed in the bus zone during school days from 7:00 – 9:00 a.m. and 1:00 – 4:00 p.m.

**Courtesy and Consideration:** Please be considerate of others and our community neighbors by not blocking driveways, making U-turns in driveways and parking on lawns. Thank you!