

Hidden Hollow Elementary Arrival and Dismissal Plans

ARRIVAL: Front doors and driveway will be used for Special Ed students only. All other students (including day care and regular ed district bus riders) should be dropped off at the cafeteria doors. For safety reasons, all students must enter the building upon arrival on campus. Students who arrive prior to 7:50 a.m. will be seated and supervised in the cafetorium. Supervision begins at 7:25 a.m. for children eating breakfast. **Unless students participate in the breakfast program, they should not arrive at school prior to 7:40 a.m.** Children who arrive after 7:50 may go directly to their homerooms. **The instructional day begins at 7:55 a.m.** Any student arriving after 7:50 a.m. should report to the receptionist to be admitted. Admission slips from the office are required for students not in attendance at 9:30 a.m.

DISMISSAL: All students are dismissed at 3:20 PM. For the safety of our students and staff, please review and follow the dismissal plan below.

1. All car riders are dismissed on the cafeteria side of the building. To facilitate the efficient flow of traffic through the parking lot, please follow the pattern on the map below. Please display your carpool sign until your child(ren) are placed in the car.
2. In the case of inclement weather (i.e. heavy persistent rain, lightening and/or thunder, freezing temperatures, etc.) all students will be dismissed from inside the cafeteria. Parents who walk up to the building are asked to have the staff member on duty with the microphone call up their child(ren) once they are seated in the cafeteria. These students will exit through the doors near the bike racks instead of through the cafeteria doors. Bikers and walkers will not be released if the weather improves until after all cars have cleared the car rider line.
3. Please make sure that your child has a plan in place for days when the weather precludes them from walking or biking. Students must have a local contact who can pick them up **at 3:20 PM** in the event of inclement weather.
4. To facilitate student safety at dismissal, **dismissal will be at the following locations at 3:20 PM:**
 - District Small Program Bus Riders & Day Care Riders – front doors
 - Car Riders (must be assisted by patrols into a car in the car line) – cafeteria doors
 - District Large Bus Riders – front doors
 - Bike Riders & Walkers (including those who walk to parked cars) – teachers escort out back doors

Students are not allowed to walk between cars, through the parking lot, or to cross the street without an adult escort. **Students will only exit through the cafeteria doors if they are getting into a car in the car rider line. Students who are called out to walk home or to parked cars will exit through the back doors by the bike racks.**

Parents will not be signed in through the security vestibule during arrival or dismissal unless they have official school business.

To ensure their safety, all bikers and walkers should go directly home at dismissal. Students may not be on the playground without their parent present. Students may not return to campus to play until after 4:00 PM.

We appreciate your cooperation with our arrival and dismissal procedures. We all must work together for the safety of our students.

