



Hyer Arrival and Dismissal Procedures

Arrival and Dismissal

Arrival

- Students arriving between 7:30 - 7:50 am will proceed to the gym and sit by grade level. Monitoring teachers will dismiss students to their grade level pods/classrooms beginning at 7:50 am.
- We are strongly encouraging parents to drop their children off outside of the school and allow them to enter and go to their classroom independently. We have staff throughout the building to help students if they need to be directed to their grade level pod. (Of course, we realize parents may want to walk their child into school on the first day.)
- Parents who walk into school with their child and arrive before 7:50 am need to wait in the front hallway until the 7:50 am bell when children are released to their classrooms.
 - Exception: The first three days of school, parents can walk children directly to their classroom between 7:30 - 8:00 am.
 - **Parents must check in at the office if they are in the school building after 8:00 am and wear a visitor's badge.**
- Students arriving between 7:50 - 8:00 am will go directly to their classroom.
- Carpool lines will run on both the Caruth and Colgate sides of the building for morning drop off. (Please see the map for traffic patterns.)
 - When using carpool lines, please pull up as close to the designated drop off area as possible before allowing your child to unload.
 - Children should only exit their car on the side closest to the school.
 - Dad's club will have volunteers greeting students on both sides of the building.
 - Staff will be available to help children enter the building.
- Students will enter the building through the main front doors if entering on the Caruth side or the two doors inside the courtyards if dropped off on the Colgate side of the building. Fences to the courtyard will be unlocked and open from 7:30 - 8:00 am for children to enter. Fences will be locked at 8:00 am and students will need to enter on the Caruth side if dropped off after 8:00 am. (Grade level Pod doors on Colgate will be locked and not available for entrance.)

- AT ALL TIMES PARENTS AND CHILDREN SHOULD USE DESIGNATED CROSSWALKS AND FOLLOW THE DIRECTIONS OF CROSSING GUARDS.
- If you walk your child to school, please remember that carpool lines will be running and not to block the sidewalk where children are unloading.
- BIKERS - We will have bike racks on both sides of the building.
- **Please remember that no pets are allowed on school grounds.**

Dismissal

- AT ALL TIMES PARENTS AND CHILDREN SHOULD USE DESIGNATED CROSSWALKS AND FOLLOW THE DIRECTIONS OF CROSSING GUARDS.
- K - 1 students are not allowed to walk home by themselves. They must be accompanied by a parent or older student.
 - K - 1 teachers will bring ALL students to the Caruth side of the building and dismiss walkers to a parent in one of the pick up zones either on the west or east side of the front lawn. Students may also be picked up by an older sibling.
 - K-1 teachers will leave their pods at 3:10.
 - K - 1 teachers will line up remaining students behind their designated cone to listen for car pool numbers. **Please do not visit with teachers at this time.**
- 2 - 4 Walkers/Bikers will exit through their grade level pod doors on the Colgate side of the building unless they are picking up a K-1 sibling (see below). Students will be assigned to a grade level teacher (may not be their homeroom teacher). Students will be dismissed as they exit the building.
 - 2 - 4 teachers will leave their pods at 3:12.
 - 2 - 4 students with a younger sibling in K - 1 to pick up will exit with the carpool riders. If they need to return to the Colgate side of the building, they will cut through the playground to return to Colgate.
 - 2 - 4 Bikers who park their bikes on the Caruth side of the building can exit with car pool riders if they know where their bike is parked. If they exit the Colgate side, they can cut through the playground to find their bike as well.
 - 2 - 4 teachers will decide how many teachers accompany carpool riders and bikers/walkers based on the numbers of students.
 - 2 - 4 teachers accompanying bikers/walkers need to spread out and supervise the Colgate side of the building until all students are gone.
- Carpool riders will exit through the front on the Caruth side of the building.
 - K & 3 teachers will bring students out of the west front doors closest to the cafeteria.
 - 1st teachers will bring students out of the main front doors closest to the office.

- 2 & 4 teachers will bring students out of the east front doors closest to the art room.
- Students and teachers will line up behind their grade level cones.
- Names will be called from Carpool tags as students listen.

- **Please remember that no pets are allowed on school grounds.**