

Hinckley Elementary School *Highland Local Schools*

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Hinckley Elementary Parent Drop-off and Pick-up Procedures for the 2015-16 School Year

For an *increased level of student safety*, the following procedures have been adopted at Hinckley Elementary School:

A.M. Parent Drop-off Procedures:

- Parents are asked to enter through the middle entrance into the Hinckley Elementary parking lot.
- Please remain in your car with your child as this will help us expedite the drop-off process. A line can form starting in front of the Hinckley gym entrance door, wrapping around the front of the building, and heading back towards Rt. 303.
- Staff are available beginning at 8:35 to accept students into the gym lobby. They will be in close proximity to the cars to welcome students as they exit each car and assist with any additional items students need to bring into school that do not fit in their book bags.
- Parents are asked to pull up to the gym lobby entrance, let their child out of the car, and follow the small loop to exit the school parking lot on the farthest right exit.
- Students will remain in the gym lobby under staff supervision until dismissal to their classroom to begin instruction.

P.M. Parent Pick-up Procedures:

- A line of cars may form in front of the gym lobby beginning at 3:15 p.m. Please remain in your car while the students congregate in the lobby to be dismissed.
- A staff member will be coming to you so that you may sign-out your child. This will occur starting at 3:15 prior to dismissal. ****Please ensure that you notify the office if a person other than an emergency contact will be picking up your child as their name will be added to the list on the sign-out sheet****
- Please pull up slightly past the gym entrance doors as you approach in your vehicle. Your child's name will be called so that they are ready to go when you arrive near the entrance.
- Once your child is safely in the car, please exit the elementary parking lot on the farthest right exit onto Route 303.
- Ample staff will be on hand to assist your child with anything they are not able to carry. It is our goal to safely expedite the pick-up process in a timely manner.

Please direct any questions about this new process to the office. **We truly thank you for your cooperation with this process ☺**

HORNET PRIDE!