

Hinckley Elementary Arrival/Dismissal Procedures

2021-2022

There is one entrance/exit into Hinckley Elementary. The west lot, which faces Ridge Road, is designated for cars and the north lot is for buses and staff parking only.

Arrival-Car Riders

Students may be dropped off at the front doors **8:45 and 8:55 a.m.** Cars must turn into the west lot and follow around the perimeter of the parking lot. Students are to be dropped off at the front of the building under the Hinckley Elementary Sign. (See arrows in the diagram below). Students must exit from the passenger side only.

Dismissal-Car Riders

All students in the school will be given 2 placard pick-up tags on the first day of school or at Open House. Please make sure one is visible in the window of the car that is picking up the student. This will help the staff member to quickly identify the correct vehicle for the student. Please remain in your car and the student will come to you.

Students will be dismissed for pick-up at **3:20 p.m.** Please do not arrive early as this can block the main drive and stop buses from entering — potentially causing traffic to back up on Ridge Road.

During pick up, we will be utilizing a two-lane alternating approach. A staff member will be present to assist and direct traffic through the first few days of school. Please be patient as we try to design the best possible procedure for all students.

