

Please review the following procedures for drop-off in the morning and pick-up in the afternoon at HMS so we can make arrival and departure work well for everyone.

Your cooperation with these procedures helps us to expedite the arrival/dismissal process, and most importantly, ensure the safety of our children.

## MORNING ARRIVAL

Supervision begins at 8:25 AM. Upon arrival, students arriving by car, by bike, or on foot will head to the playground behind the school using the sidewalks. Students arriving by car will be dropped off in the parking lot, as indicated by the star on the AM map and will proceed safely to the playground. Walkers and bikers should plan to stay on the path the entire distance to the playground. The first bell rings at 8:40, at which time students may enter in the main entrance doors, and should be dropped off there to check into school at the start of the day. At 8:40 all students will enter the building and will head to class. There will be staff on hand every morning to direct students.

### CAR LINE

If you drive your child to school, please drop your child off at the CORNER entrance of the NORTH parking lot. You will turn RIGHT into the driveway from Hunter Road, and loop around the main parking lot to enter the drop-off area where your child will be met by staff members. Then, please proceed around the loop and out of the parking lot. Students should ONLY be dropped off at the main doors after 8:40 AM.

- Once you are at the drop-off point, please stop and allow your child to exit the car. It is important that your child exit the car quickly and head straight to the path. This will help us move the car line quickly and get students to class on time. There will be supervisors there to help your child.
- Please try to arrive between 8:25 and 8:40 AM. This will help to keep the car line shorter, and will ensure your child makes it to homeroom on time.
- It is HIGHLY IMPORTANT that you maintain a single line for drop off in the morning. Due to the construction fencing and parked cars, the space is limited, and we need the parking lot to be as safe as possible.
- Watch for students in the crosswalk when you enter the driveway, and pay attention to students riding their bikes to school. DRIVE SLOWLY.
- The school zone is a **CELL-PHONE FREE** zone. It is important to refrain from using your phone at any time while dropping off your child.
- When exiting the driveway, be aware that buses will be turning into the south parking lot. You may have to stop to allow the bus safe passage to the south lot before proceeding on Hunter Road.
- You may ONLY TURN RIGHT out of the driveway when exiting.

## BUS LINE

Buses will use the SOUTH PARKING LOT area off of Hunter Road to drop off and pick up children in the morning and the afternoon. CARS ARE PROHIBITED from entering the south parking lot for drop-off and pick-up.

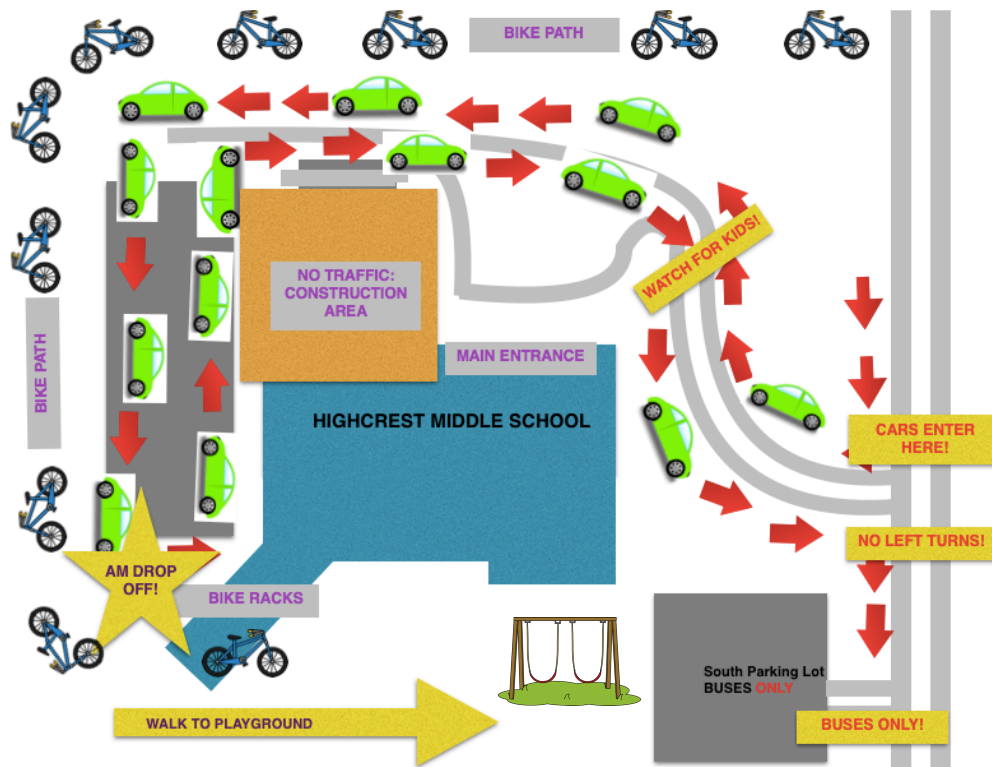
Students dropped off from the BUS LINE will enter the building at 8:40 AM and will proceed to their classes.

## WALKERS/BIKERS

If your child is riding his or her bike to school, please remind your child to stay on the sidewalks and bike paths, and to wear a helmet.

Students WALKING OR BIKING will FOLLOW THE PATH and head to the playground where they will be supervised until the doors open at 8:40 AM.

## MORNING ARRIVAL MAP:



## AFTERNOON DISMISSAL

School is dismissed at 3:35 PM. Please follow the directions below for pick-up at the end of the school day to ensure a safe and efficient pick-up:

## CAR LINE

If you are picking up your child from school in a car, this will take place in the front

driveway of the school. **TURN RIGHT ONLY** to enter the driveway, and proceed around the large circle in the parking lot and into the main driveway.

Children will exit the building through the auditorium doors next to the main entrance. They will meet their parents in the front of the school to be picked up. Due to construction, students will not be allowed to walk around the school to meet cars; the only pick up location will be in the main driveway in front of the main office. Children will be able to meet their rides on side streets, so if you have an off-campus location to meet your child, be sure he or she knows where you will be picking up. Walkers and car riders will **ONLY** be able to exit the school through the front doors of the building.

During this time of construction for our school, it is important that one line is maintained for the car line, and cars do not pass each other in the parking lot. We appreciate your patience in the car line, as it is important to the safety of our students. Once your child is in your car, you may follow the line and proceed out of the driveway to keep the car line moving.

- **CARS PICKING UP MAY ONLY TURN RIGHT INTO THE DRIVEWAY. LEFT TURNS KEEP TRAFFIC ON HUNTER FROM MOVING, AND WILL PREVENT OUR BUSES FROM BEING ABLE TO ENTER THE SOUTH LOT.**
- Please enter the driveway and circle all the way around the main parking lot, as far as you are able to within the loop.
- Wait there until you are in front of the main entrance of the school to meet your child.
- Please do NOT park your car in the driveway or parking lot, or exit your car at any time.
- When in the driveway, follow the traffic pattern and the directions of staff members. Our goal is to keep the line moving quickly and efficiently, while first and foremost keeping our children safe.
- Please do not pull into the driveway if it causes you to create a double lane. This creates a safety hazard for the children meeting other cars as well as walkers in the crosswalks.
- Please drive slowly through the driveway to keep students crossing at the crosswalk safe.
- If your child has an after school activity that requires an immediate pickup, please try to arrive early to be near the front of the line so you can exit quickly.
- When exiting the driveway, be aware that buses will be turning into the south parking lot. You may have to stop to allow the bus safe passage to the south lot before proceeding on Hunter Road. There is **NO PARKING** on Hunter between the two driveways.
- If you prefer to have a meet-up with your child on a street surrounding the school, we ask that you **refrain from meeting your child on Hunter** so buses can get through. Be sure your child knows of that meeting point.
- If your child is meeting you at the car line, please discuss the importance of getting there quickly so as to keep the line moving.

