

Henderson Elementary School

Arrival and Dismissal Procedures

Student safety is the number one priority for Henderson administration and staff. We ask you as parents and caregivers to support our efforts by following our arrival and dismissal procedures:

- **Students are not to be dropped off anywhere but in the front loop of the school's entrance.** This means you may not drop your student off in the school parking lot or in the upper bus loop on Dyers Road (off Cardinal Drive) or on Waterway Drive.
- **When dropping students off in the front loop of the school please wait until the car in front of you pulls away.** Your student is to exit the vehicle on the sidewalk. **Do not pass any school bus or other vehicles that may be in the loop.** This creates a dangerous situation for both staff and students and is illegal. During dismissal, please display your Kiss-N-Ride number.
- **Parents may not park at the upper bus loop in the mornings and walk their student down to the school.** The upper bus loop is reserved for buses and staff parking. If you park on the "house" side of Dyers Road, you risk being towed. If you park and block a driveway, the resident may call the police.
- **Parents may not park in the school parking lot in the morning for student drop off or afternoon for student pickup.** This creates an unsafe situation for both our staff and students. Due to limited parking space, this also impacts staff members' ability to begin work on time.
- For your child's safety, please do not have students arriving prior to **9:10 a.m.** Staff are not available to supervise children before this time.
- Classroom learning begins promptly at 9:20 a.m. Students who arrive after 9:20 a.m., will be considered either excused tardy or unexcused tardy. **When your student arrives late, you must accompany them into the office and sign them in to school.**
- To ensure the safety of your child, any changes in dismissal **MUST** be made in writing and **received in the office by 3 p.m.** **Changes must be sent in writing** as there always remains the possibility of your child being assigned a substitute teacher for the day who does not have access to email. To keep the front office organized as we prepare for a safe dismissal at the end of the school day, **we will not dismiss students from the office between 3:30 p.m. – 4:00 p.m.** Please make a family plan for emergencies.
- For the safety and supervision of your child a consistent dismissal routine is encouraged. Multiple changes in routine increase the chance for confusion, resulting in an incorrect dismissal.
- In the afternoons, parents may not park along the road leading into Henderson and "grab" their walker from the walker line. Walkers should be picked up at the four corners where Waterway Drive meets the school entrance road. There will be crossing guards and teachers there to assist at the end of each day.

We realize that these procedures are not easy or always convenient, but they are for one goal: to keep your child safe. Thank you for your continued support.

***Please retain this letter for your information.**