

**Hart's Hill Elementary School
Procedures for parent drop off and pick up
2022-2023**



BUILDING PROCEDURES FOR STUDENT DROP OFF:

Student drop off will be located at the gym doors between 9:10 and 9:20. Please wait in your vehicle and have your child exit on the curb-side, so that he/she is not exiting into traffic.

If you arrive after 9:20, you will have to sign your child in at the main office. Thank you.

BUILDING PROCEDURES FOR STUDENT PICK UP:

Parent pick-up will remain at the gym doors, but the **pick-up time will change to 3:10**. We have found that dismissing students earlier has led to a reduction in teaching and instructional time, and therefore will be dismissing 10 minutes later. In order for this to be successful, please stay in your vehicle, and as you approach the gym doors follow the direction of the staff member in charge. We will need to keep the flow of traffic moving so that our buses can dismiss at 3:20.

If you have to pick your child up mid-day for an appointment, you will continue to do this at the main office.

We strongly encourage students to ride the bus.

Thank you for your cooperation with the above procedures.