

Hopewell School
Arrival and Dismissal Procedures
(Please share with anyone on your child's pickup list!)

*****Effective Monday, MARCH 6, 2017 we will be starting parent pick up at 3:20 PM*****

Dear Hopewell Families:

One of our primary concerns is that your children are safely transported to and from school. We have made some changes to support a safer and more orderly arrival and dismissal process.

Bus transportation:

Please review bus rules and expectations frequently with your child. Bus expectations are available in our student handbook that is available online. We have had a number of bus reports from drivers that our students are not remaining in their seats and are too loud. Students should remain seated on their sitters, facing forward, speaking quietly with the child they share a seat with. Only school related items should be coming to school. Tablets, kindles, phones, games and toys cause a disruption to the learning environment and should stay home.

Bus seating: Our philosophy is that Kindergarten students should sit near the front of the bus, grades 1-2 in the middle, and grade 3 toward the rear. Assigned seating will be made at the discretion of the bus driver, principal, or school dismissal team. No student has the right to tell each other where they can or cannot sit.

Green sheets must be filled out by parents **in advance** any time you are requesting a change in bus or bus stop. Green sheets are available on the slsd.org website or in the school vestibule.

Student drop-off (AM):

If you need to bring your child to school, we ask that you be attentive and follow the procedures identified for the drop-off traffic lane:

- The drop off time for students being transported to school by their parents is between **8:40 AM and 8:50 AM**. Students will be directed to report to the cafeteria where school staff will be on duty beginning at 8:40 AM. Your cooperation will help to keep our pedestrian and bus traffic separate and ease the congestion that occurs on Hopewell Rd. and our parking lot.
- Please use the **BOWOOD ST.** entrance for student drop-off. Pull up to the end of the lane where the sidewalk ends (between the flagpole and fire hydrant). Please do not block buses from entering the bus drop off lane.
- For student safety, please have students exit all vehicles on the school side of your vehicle.
- Parents are asked to have students ready to exit with book-bag and lunch items ready so drop-off traffic moves quickly.
- Parents should remain in their vehicles in the drop off lane.
- The majority of our buses arrive at 8:50 AM. We ask that you plan accordingly to arrive before buses but not before 8:40 AM.
- School staff will be assigned to monitor and assist with student drop off. Staff will be there to assist with drop-offs between **8:40 AM and 9:00 AM**.

Late arrivals (Students are Tardy after 9 AM):

If you drop-off your child after the district's 9 AM start time, your child will be considered tardy. Please park your car and hand-in-hand escort your child into the vestibule to sign your child in. When signing in, please include your name, your child's name and reason for their tardy. Please park in open spots in the staff and visitor parking lot, and not the bus circle.

Student dismissal (PM): Academic instruction continues until **3:20 PM** therefore, we will not open the doors for parent pick-up until **3:20 daily**. Hopewell School does not have an inside waiting area to accommodate the amount of parent pick-ups that we have each day. Therefore, we ask that you wait inside your cars until you see our staff open the doors at **3:20PM**.

Parking during parent pick-up (PM):

- Please use the **BOWOOD ST.** entrance for student pick-up. Pull up to the end of the pick-up /drop-off lane where the sidewalk ends (**between the flagpole and fire hydrant**). Please do not block buses from entering the bus drop off lane. If the lane is full, please park in one of the empty parking spaces in the parking lot.
- Keep in mind that students with special transportation needs may park close to the front door or in the handicapped parking spaces.
- Please keep the inside passing lane clear and do not park in a way that blocks the traffic flow.
- Students whose name appears on the parent pick up list for the day will be dismissed to the lobby beginning at **3:20 PM**.
- A staff member will check the student's name off the list for that day and release them to the vestibule to another staff member supervising the door. The staff member at the door will ensure the child is connected with the person on the authorized list for pick up on that day. Please share this information with all adults authorized to pick up your child.
- This vestibule allows for our staff to have a good visual of all pickups and allow for a safe, structured and orderly manner for families to gather.
- Parents are asked to depart the parking lot in a timely manner so there is no interference with the loading of our buses.
- In an effort to keep bus traffic and pedestrian traffic separate, any parent still in the parking lot when buses begin to depart will be expected to wait until all buses have safely departed the parking lot.
- Please review this procedure with your child at home to help alleviate any anxiousness children may feel about finding their parents at pickup. Parents may not wait in the lobby for their children during bus dismissal or pull children from the bus line. Advanced communication is required for parent pickup since dismissal is a very busy time of our day.

We'll continue to make adjustments when necessary for a safe and orderly arrival and dismissal. Any subsequent changes will be communicated to you in writing and through our Blackboard Connect messaging system. Please make sure you update they system whenever your phone numbers or email addresses change. Your cooperation and support of these changes is greatly appreciated. Thank you for working with us to keep our students safe!

Lori Limpar
Hopewell Principal