

**HYMAN FINE ELEMENTARY SCHOOL
DROP OFF AND PICK UP PROCEDURES
DATED: August 19, 2009**



Dropping off in the morning by car:

People dropping off students by car will move around the circular driveway proceeding in the order of your arrival. Please do not by-pass a bus or van in the line. When arriving in the front of the building you may make a brief stop for passengers to disembark. Do not stop and park your car to leave your vehicle. Also, do not get out of line after you drop your child off. As you are waiting to proceed to the front of the building do not allow your child to leave the car and walk through the parking lot or cross in front of or behind busses, cars, and vans in the queue. Once your passengers are safely on route, please proceed in line, past the building and taking the driveway towards Oak Hill Avenue.

Late drop off by car:

If you are dropping off your child after the start of school you must park your car in the parking lot and come through the front door to sign in your child.

Picking up your child by car:

If you are picking your child up at dismissal time, you must park your car on the road leading to and facing out towards Oak Hill Avenue (on the right hand side of the driveway). Your child will be dismissed through the side gym door. Kindergarten students will only be released if met by an authorized adult. Once you have escorted your child back to your car you may continue down the driveway to Oak Hill Avenue.

Early release/pick up:

If you are picking up your child early for a doctor's appointment please notify the classroom teacher in the morning by note and park your car in the parking lot and come through the front door to sign out your child.

Pick up of a bus route student:

If your student normally takes the bus but will need to be picked up on a certain day, then a note must be sent into the classroom teacher in the morning. Students will be released through the side door with the walkers.