

Drop Off and Dismissal Rules



MORNING DROP OFF

- ▶ Students are not permitted on campus without parent/guardian supervision before 7:30am.
- ▶ Gates open at 7:45am-Gate closes promptly at 8:00am
- ▶ Parents **MUST** accompany students to sign in if tardy.
 - ▶ Do not leave your car unattended in drop off zones during this time
 - ▶ Arrive early to prevent frustration and unneeded anxiety for you and your child(ren)
- ▶ Drive 5mph-Safety first
- ▶ Don't park in NO PARKING ZONES. Parking tickets will be distributed.
- ▶ When exiting DHCS/DHP campus you **Must** make a right turn only. Signs are available as a reminder.
- ▶ All students and adults are expected to use the guarded crosswalk for their safety and protection.

DHCS SECRETS TO A STRESS FREE DROP OFF and PICK UP



- ▶ Hire a nanny and sleep in (1 kid)
- ▶ Pretend schools begins at 7:45am.
- ▶ All students are to unload to the left of your vehicle and walk in the direction of the cross guard personnel on duty. Do not allow your child to run in between vehicles to reach the sidewalk. Trust our staff to get your child(ren) to where they need to go, morning recess! That few minutes early allows the brain to exercise before their day begins.
- ▶ Be courteous to other drivers and be on your way in a timely manner.



TWO DROP OFF GATES

Front gate (flag pole)

DRIVE AND DROP (PARENTS)

- ▶ Kindergarten-2nd grade must be dropped off at the front gate. Stay in the left lane when entering parking lot.
- ▶ 3rd & 4th grade must be in the classroom for morning work prior to 8:00am and may be dropped off at the back gate (stay to the right when entering parking lot). Continue to drive around the back of the school.

Be respectful and DO NOT park on or block the path behind the school.

Back gate (behind cafeteria)

PARK AND WALK (PARENTS)

- ▶ DO NOT PARK IN A NO PARKING ZONE
- ▶ All students- If you park WEST of the school enter through the front gate
- ▶ All students- If you park EAST of the school enter through the back gate



No Stopping, Standing, or Parking

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Parking Permitted

NO Parking

No Stopping, Standing, or Parking

STUDENT DROP-OFF AND PICK-UP AREA

STUDENT DROP-OFF AND PICK-UP AREA

Bell/Greenway Neighborhood

SCHOOL BUS PARKING

Merge Right

5 MPH

5 MPH

5 MPH

5 MPH

5 MPH

5 MPH

100

300

200

500

400

600

5

6

7

8

9

1

2

3

PICK UP

PARENTS and STAFF ARE REQUIRED TO ADHERE TO THE RULES ESTABLISHED BY ADMINISTRATION FOR THE SAFETY OF OUR COMMUNITY

- ▶ Afternoon arrangements for your student should be clearly understood between you and your child before your child leaves home.
- ▶ Telephone messages to the office staff to change transportation will only be accepted in the case of a serious emergency and if received prior to 1:00 PM.
- ▶ Notes are required if there are any changes to your child's dismissal procedure. This policy is for the protection and safety of your child. All notes are to be submitted to Debbie Hamza, she will inform all who need to assist with the adjustment.
- ▶ At the sound of the 3:00 PM dismissal bell, all students involved in after school activities should report to their zones and at 3:15pm they will be directed to their designated Club room/area.
- ▶ All bus riders must report to the Technology Lab for check-in, and car riders will report to their assigned ZONES.





PICK UP

PARENTS and STAFF ARE REQUIRED TO ADHERE TO THE RULES ESTABLISHED BY ADMINISTRATION FOR THE SAFETY OF OUR COMMUNITY

- ▶ All students are assigned a specific ZONE prior to the start of the school year.
- ▶ ALL ZONE COMMENTS, QUESTIONS, AND CONCERNS are to be communicated to Debbie Hamza at the front office.
- ▶ Rotating Zone requests must be submitted to Debbie Hamza in calendar form.
- ▶ Do not remove your child prior to end of day release time without signing them out in the front office.
- ▶ You **MUST** have your ZONE card with you for your child to be released. If you do not, you will be asked to visit the office personnel to confirm your identity. All are color coded per ZONE and it is a helpful tool to make the process more efficient. Eventually the teachers will know you by name, but until then...
- ▶ Students must remain with their ZONE group while waiting for parents to pick up. We ask that you work with us regarding this matter for the safety of your child(dren). **DO NOT ALLOW THEM TO APPROACH FENCES OR GATES** without teacher permission.
- ▶ All students and adults are expected to use the guarded crosswalk for their safety and protection.
- ▶ All other students should be off campus by 3:15 PM.
- ▶ Students waiting for rides must be in compliance with school rules as long as they are on school property.