

Heritage Elementary School

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STUDENT ARRIVAL AND DISMISSAL PROCEDURES

Heritage is committed to providing a safe and enjoyable learning environment. The information contained in this brochure highlights policies and procedures that will allow us to provide maximum safety for students as they arrive to and leave from school daily. **Major changes are reflected in procedures for student arrival and dismissal. Of most significance is the change indicating that parents will no longer be allowed to come into the building after 2:45 p.m. to pick up students, unless they have scheduled a parent/teacher conference or need to conduct business in the office.** We recognize the importance of the school and community working together and request that you read this information carefully and follow the policies and procedures outlined.

MORNING ARRIVAL

Students may enter the building at 8:00 a.m. Parents who arrive earlier than this time are asked to remain with their child. In order to drop off car riders in the morning, please proceed to the carpool sign posted by the entrance near the gymnasium facing the parking area. Students will use the doors located there to enter the building. **PLEASE DO NOT PULL FORWARD TO THE FRONT ENTRANCE OF THE SCHOOL.** Students should exit the car on the passenger side only. Parents are asked to remain in their cars and be prepared to move quickly when students exit the car. There is only one carpool line and students should never exit their cars in the parking area to walk through carpool traffic without a parent. **Students will not be able to enter the school using the front entrance** unless accompanied by a parent who is coming to the office or has a scheduled parent/teacher conference. Please be sure to sign in at the office and obtain a visitor's badge. Keep in mind that **students will not be allowed to go to their classrooms until 8:30 a.m.** Please remember that students should be seated in the classrooms and ready to start the day by 8:45 a.m., so it is important that they arrive on time. If students are late to school, parents/ guardians must sign them in at the office. **Do not send students to the office alone to sign in.** Parents/guardians will be contacted immediately to return to school to sign in late students who are sent into the building alone.

After the first day of school, parents are asked to drop students off in the carpool line or park and escort them to the crossing area located near the morning carpool drop-off point. Please do not escort them to the crossing area near the front entrance of the school.

AFTERNOON DISMISSAL

In order to maximize instructional time and maintain an orderly school environment and safe dismissal, **no student may be checked out of the office between 2:45 and 3:15 p.m. unless it is an emergency.** Your cooperation is appreciated.

All students will be kept in the building during dismissal time. **The most efficient manner to pick up students from school is to drive through the carpool line.** Because of our limited pickup area, we strongly encourage parents to remain in their cars. Individual students are called and escorted to their cars as their rides arrive. **To ensure the safety of students during dismissal time, parents must wait outside of the building near the concrete benches to pick up their children if they choose to park in the lot and walk to the building rather than driving through the carpool line.** A line will be formed to the left facing the front entrance of the school for parents who park their cars and walk to the entrance to pick up car riders. All families will be issued a carpool number, which will help us with an efficient dismissal and ensure that we do not release students to anyone without a carpool number. Be prepared to give the staff your child's car pool number. Designated older brothers and sisters may not come into the building to get their siblings and must also

remain outside and have a carpool number. Parents may not wait in front of the doors; this blocks students from coming out quickly and seeing their cars when they do exit the building. Parents should only come into the building if they are signing their child out of school early (**before 2:45 p.m.**) or if they have a scheduled parent/teacher conference (**after 3:15 p.m.**). Because of dismissal responsibilities, teachers will not be available to converse until this time unless you have made previous arrangements. Teachers are providing instruction or supervising students and do not always have time to talk with you. Please request a conference time or leave a message and the teacher will respond as soon as possible.

In order to pick up car riders in the afternoon, please proceed to the carpool sign posted by the **front entrance** of the school. Students will exit from the front doors. We will begin calling students promptly at 3:15 p.m. It is essential to move the carpool line quickly, so students who ride in the first few cars will be called before those who have been instructed to walk to the carpool area.

Students will be issued a carpool identification card at the beginning of the year. Each family will receive two cards to start the year. It is the parents' responsibility to make sure that anyone who will be picking up their child is **listed on the Emergency Card and has a carpool number**. If your family needs more than two cards, you will have an opportunity to request additional cards from the office. It will be the parents' responsibility to keep these cards limited only to the people who may pick up their child from school. Please make certain that cards are visible in the front window of the vehicle. Additionally, please make sure anyone who will be picking up your child from school is aware of the procedure.

EXPECTATIONS OF DRIVERS

1. Proper placement of carpool cards – Cards should be placed on the dashboard on the passenger side of the vehicle. The use of this card is vital for the efficiency of the carpool line.
2. It is critical that drivers pay close attention to staff and their directions. Pull safely and slowly into the pickup area. Wait in your car while in the carpool line until your child is loaded. **Do not park in the pickup zone or leave your car unattended in the carpool line**. If you are coming into the school for a scheduled conference or to sign students out of school, **you must park in a parking space in the lot**. Do not park in the handicapped spaces unless you have a handicapped sticker. Please be considerate of those who are disabled and need these spaces. **PLEASE SIGN IN AT ALL TIMES AND OBTAIN A VISITOR'S PASS FROM THE MAIN OFFICE UPON ENTERING THE BUILDING**.
3. Please be patient and polite while you wait. Adults who lose their temper, use obscene language or gestures, speed through the pickup area, park illegally, or in any way endanger children or staff will be issued a citation and fine by the Bibb County Campus Police Department and/or the Bibb County Sheriff's Department. Carpool pickup will be safe and calm. School rules will be followed and enforced – no exceptions. Failure to do so will result in your permanent suspension from campus.
4. If there is an emergency and you need to sign your child out of school between 2:45 and 3:15 p.m., you will have to come directly to the office and speak with office personnel. **PARENTS WILL NOT BE ALLOWED TO GO TO THE CLASSROOM AND PICK UP STUDENTS**. Please help students memorize their carpool number and talk to them about remaining quiet and listening for their number.
5. Office personnel will not call students to the office for pickup during dismissal time. For safety reasons, we must have strict procedures in place and will monitor the process closely. **It is not the school's intention to make it inconvenient for you, but to keep children safe**.
6. Car riders not picked up by 3:40 p.m. will be brought back into the office. The parent/guardian will have to come into the office to sign the child out of school. Students must be picked up on time because of scheduled meetings and other work that has to be completed by staff during the afternoon. Please remember that repeated failure to pick up your child on time could result in referral to the Social Services Department as indicated in the policy of Bibb County Public Schools.

7. Students **will not** be released to adults who do not have an official carpool number in the front window of the car or in their possession. You will need to park, come to the main office and sign for the child if you do not have a carpool number. **Anyone who signs the child out must be listed on the emergency card and present photo identification.** Again, this is for the safety of the students.
8. Please observe the carpool signs posted in front of the school to indicate where to pick children up or drop them off.
9. **It is important that parents/guardians do not park near or visit any of the learning cottages (trailers) in the rear of the school to pick up students.** Students will not be released from classrooms.
10. Everyone is always welcome at Heritage, but we must ask you to check in at the office and obtain a visitor's badge **AT ALL TIMES** before going to classrooms for any reason.

