

HAMLIN SCHOOL

ARRIVAL & DISMISSAL PROCEDURE

In January 2013, security measures were put into place that restricts and monitors adult access to the building. Visitors to the school must have pre-arranged purposeful reason to gain access to the school. Visitors will have to 'buzz in' on the monitor to the right of the door located at door #8. Please wait patiently for a response as the secretary may be busy with students. On special occasions; Halloween, holiday parties, "Lunch with a Loved One" special arrangements will be communicated to parents.

The number one priority is safety of our students. Given the heavy traffic volume at arrival and dismissal, the following procedures have been developed. The cooperation of all students, parents, and staff is necessary for a successful process. At the beginning of the school year, all parents must communicate to their child's teacher the route their child will use for arrival and dismissal. If this information changes throughout the year, please notify the teacher in writing. The following are the available options:

Arrival

Front Loop Arrival: Parents pull in and drop off children and exit immediately. Do not leave your car unattended in the front loop for any reason. Loop open from 7:55 – 8:10 AM.

Back Parking Lot: Parents park in the rear parking lot and walk with their child to the west entrance (Door#6); you may wait outside with your child.

Walker and Bussers: Bus student are dropped on the east side of the school and greeted by an adult. Walkers may line up in the front or west side and await the 8:05 AM bell.

***After 8:10 AM children will ONLY be allowed into the building through the rear entrance, door #8. Parents MUST come into the building to sign their child in.

Dismissal

Bussers: Bus students are escorted out the front of the building onto the buses.

Front Loop Dismissal: The front loop dismissal is used first for bus students to be loaded on the buses. Upon departure of the buses, cars awaiting loop pick up will enter the loop to begin this procedure. Those waiting for the loop will "stack" along the east side of the building. Please have a large 8"X10" sign with your child(ren) names in your dashboard for the valet service.

Walkers: Student exits at the west side of the school. A Crossing Guard and the Hamlin Safety Patrol help the students cross Hamlin and Cumberland Roads. Siblings may meet each other at the bike rack. Those students walking through the nature center will have safety patrol assistance in the nature center and at Sandalwood. Parents may wait for their children on the west side of the building near door #3 or door #6.

School-Aged Care: Students are escorted to the cafeteria for SAC.