

Arrival/Dismissal Procedures

Visitors will have to ‘buzz in’ to the main office vestibule. Please wait patiently for a response as the secretary may be busy with students.

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.

Arrival

Car Loop Arrival: Parents use the loop lane to drop off children and continue through the lane process. Please be respectful and keep the line moving, staying alert, pulling up as far as possible and not engaging in extended goodbyes. Do not exit your car or leave your car unattended in the loop for any reason. Grade 2-5 loopers enter door #22. Grade K-1 loopers enter door #2 between the main office and gym. Students will sit and wait until the 8:05 AM bell. Loop is open from 7:55 – 8:10 AM. (see arrival/dismissal map below for more details) **If you elect to use the car loop process, please remain in the lane and follow the entire loop line.**

Walkers: Walkers walk to the crosswalk on the west side of the building where you will be greeted by staff with stop signs. After crossing, you will enter door #20 and wait in the hallway until the 8:05 AM bell. (see arrival/dismissal map below) Parents may also elect to drive their students to Hamlin and park in the back parking lot so their children can walk into school and cross at the crosswalk. **If you are utilizing the parking lot for student drop off you MUST park in a legal parking space.**

Bussers: Bus students are dropped on the east side, at door #9, and greeted by staff. Students will respectfully wait indoors until the 8:05 AM bell. (see arrival/dismissal map below)

*****After 8:10 AM children will ONLY be allowed into the building through the new main office entrance. Parents MUST come into the building to sign their child in. Students walk themselves to their classroom.**

Dismissal

Bussers: Bus students are escorted to the east side, out door #9, onto the buses. (see arrival/dismissal map below)

Loop Dismissal: Those waiting in the loop will “stack” along the front of Hamlin nearest Hamlin road and along the west side of the building. **Please have a large 8”X10” sign with your child(ren) names in your dashboard/passenger window for pickup.**

Walkers: Walkers exit door #6 at the west side of the school. Staff assist students at the crosswalk. A Crossing Guard helps the students cross Hamlin Road and Cumberland Road. Those students walking through the nature center will have safety patrol assistance in the nature center and at Sandalwood. (see arrival/dismissal map below)

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

Hamlin Elementary School - Arrival/Dismissal Map

