

# FHE Dismissal Procedures

Welcome to our new beginning! We are so fortunate to have all of the newest designs and equipment at Flint Hill. We are ready and excited to begin and to serve you!

As we begin our journey together we will build our new structures and routines. I would like to outline for you how we plan to organize our parent pick-up and bus routine for the start of the year. Obviously, we may need to make adjustments to this as we go, but here is the plan I would like to try in the beginning of the 2016 school year.

Since we do not have sidewalks on Mexico Road, all students are either car riders or bus riders. We do not have walkers or less than 1 mile students. This could change in the future.

**BUS RIDERS-** All bus riders will exit and enter the school from the east side entrance (entrance with the school sign) and loop to the back of the building (there are gates locked throughout the day). Students will be assisted to class by staff beginning at 8:25 am and until our 8:40 start. At the end of day, students will be dismissed at 3:40 and they will proceed to buses through the same recess (back) doors. Again staff and teachers will be present to assist students as needed.

**Parent DROP OFF in a.m.-** All car riders should enter the parking lot on the southwest entrance (entrance without the school sign). The cars will make a sharp right, travel through the back of the lot and pull around to the front of the school by the walk. Students will be dismissed onto the sidewalk by staff members. The students will enter the building through the front doors. Please help us by placing your children on the passenger side and allowing them to exit by the sidewalk only.

**Parent PICK-UP in p.m.-** - All car riders should enter the parking lot on the southwest entrance (entrance without the school sign). The cars will make a sharp right, travel through the back of the lot and pull around to the front of the school by the walk. Parents need to have your car visor sign affixed with a rubber band and pulled down so that it allows us to read your name. Students will be called to your car from the gym. If you are car-pooling families, you need to have both names in the car with you. Only school signs will be accepted. If the sign is not present for us to see, the driver will be asked to park and enter the building so that the office may verify the pick-up. You have been given two signs. More signs will be available to "parents/guardians only". Please allow time (2 day notice) for us to copy and get them ready for you.

Again, thank you for your help with our new routines. We will plan on having some people and traffic cones outside to help direct you in the front car loop for the start of the year. The plan will allow us to move both the car pick-up kiddos and bus kiddos at the same time. The only time the car loop process will "hold" will be to allow the busses to pull out when all are ready to go.

Sincerely,

Mrs. Mueller