

FHE Arrival and Dismissal Procedures

Welcome! The following information is being shared to organize our parent pick-up and bus routine for the start of the year. Our goal is to provide a safe and efficient routine to the drop off and pick up procedures of FHE students.

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 (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 to their busses 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 (only after 8:25). Please help us by placing your children on the passenger side and allowing them to exit by the sidewalk only. Please do not drop off the students before our adults come out to help. Do not allow pets by the car doors or windows. Staff will assist with the car doors and helping students into the building as needed until the 8:40 bell. After 8:40, parents must park and sign your child into school in the office.

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 provided by the school affixed (with a rubber band) and pulled down so that it allows us to read your child's last name.** Students will be called to your car from the grade level cones. If you are car-pooling families, you need to have both names in the car with you. Only school signs will be accepted. These signs change annually. If the sign is not present for us to see, the driver will be asked to show the signage or park and enter the building so that the office may verify the pick-up. This is a security measure for your child especially with new faces at the beginning of the year. We will load the first set of vehicles and then move all of these loaded cars forward. Then we will pull up the next set of cars. **Please do not exit from the line until directed to do so.** We do not want moving cars while loading students in the line.

You have two new colored car signs this year. Please switch them from last year. More signs can be available to "parents/guardians only" who request them for additional vehicles that may be used to assist you with pick ups. Please allow time (2 day notice) for us to copy and get them ready for you.

Again, thank you for your help with our school routines. The beginning of the year will always take a little more time until everyone learns the traffic patterns. Please be patient while routines are established. We look forward to making entry and dismissals run smoothly at Flint Hill Elementary.

Sincerely,

Mrs. Mueller

