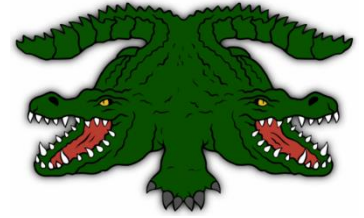




Seminole Heights Elementary School



DROP-OFF and PICK-UP Procedures

- ✓ Students that are transported to school by car must be dropped off in the car loop off Hanna Ave. during morning drop-off between 7:10 and 7:40.
- ✓ Parents/students walking to school will use the sidewalk to proceed through the walk-up gate off Hanna Ave. as this is the only gate that is unlocked for K-5 students to enter in the morning.
- ✓ Please do not use the front office for morning drop-off. Students will be redirected to the Hanna Ave. gate. All other gates are locked. The Hanna Ave. gate will be locked at 7:40 AM. Every effort should be made to help children arrive at school on time and avoid being marked tardy.
- ✓ All Headstart, PEEPs & VPK students will enter & exit campus through the Northeast gate by the front office. Bike riders will also enter & exit through the Northeast gate by the front office.
- ✓ **Dismissal placards will be in the first day packets distributed at Open House.** These should be hung for easy viewing. When picking your child up in a car, please proceed to the car loop off Hanna, display your child's name placard in your car window and remain in your car. Parents must remain in their vehicles at all times. Do not call your child to meet you at the car or call them into the street. **A teacher will call for your child and escort him/her to your car.**
- ✓ **For safety & security purposes, parents without a school name placard will be sent to the office to show ID to pick up their child(ren).**
- ✓ The bus & day care vans will be loaded on Central Ave. This area is for the bus & day care vans only. Please do not use this area for pick-up or drop-off and do not park or leave your vehicle in this area. Administration & school security will ask you to move so that we can keep all children safe.
- ✓ Students riding the bus will be escorted to the bus ramp area off Central Ave. Our ESE specialist will supervise the bus area until the bus has departed.
- ✓ **CAR DROP OFF/PICK UP WILL NOT BE ALLOWED IN THE BUS AREA!**
- ✓ Parent walk-ups are dismissed at 12:55 (M)/1:55 (T-F) from the Southeast side door of the front office. Parents/guardians must present their dismissal placard (provided in the first day packet distributed at Open House) at this door to receive students; they will not be released into the street to meet a car/driver.
- ✓ The Seminole Heights United Methodist Church allows courtesy parking in their Hanna Ave. parking lot during drop-off and dismissal. Parents should walk their children to the traffic light on Central and Hanna for a safe crossing.
- ✓ Students in grades 3-5 who have been given permission on the School Dismissal Procedures form are allowed to leave campus by themselves through the Northeast gate by the front office. Students in grades 3-5 can escort a younger sibling in grades K-2 home with parent permission through the Northeast gate by the front office.