



Highland Gardens Elementary School

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Highland Gardens SY21-22 ARRIVAL / DISMISSAL Procedures

Dear Parents, Guardians and Community (Van Riders) Partners,

There have been some additions / changes to our arrival and dismissal procedures for SY21-22. We are asking for your patience and cooperation as it is critical, we continue to ensure our students and faculty safety.

Arrival and Dismissal Procedures:

Carpool Riders will enter off the main street, Willena Ave.. It is expected that you follow the staff attendees and markings when entering to drop off your scholar in the morning. Pull all the way up to the first staff member waiting to greet your scholar by opening and closing the door. We ask that you not go around other cars, unless directed by a staff member, as we want to keep all scholars safe as they are exiting or entering their cars. We ask that you do not exit your vehicle at any time to drop off or pick up your scholar. It is imperative we keep the line moving, as we have a lot of car riders and will need your assistance in moving the carpool line safely.

Walkers will use the crosswalk when arriving and or leaving campus. All students in the morning will line up by the café and enter through the doors of the building to get breakfast and proceed to class. All staff members that monitor walkers in the afternoon will walk the students to the center of the front of the school by the flagpole. Please wait to receive your scholar from the flagpole area as directed by a staff member.

Van Riders will arrive in front of the school and be dismissed from the café in the afternoon. All scholars are seated at the labeled tables according to their van in the afternoon. Staff members monitor scholars and walk them to their van as they are called and prepare to depart campus. All Van Drivers will pull up to the designated area and wait for all scholars to load their mode of transportation and complete an attendance of riders before leaving the grounds. Van drivers are not to leave their vehicles or mode of transportation to pick up the students. If you leave your vehicle, you will not receive the students and you will be asked to return to your vehicle and move out of the designated area and speak with a member of the administrative team.

Late Arrival:

If your scholar arrives after 8:10am we ask that you sign them inside the building in the foyer area.

Early Dismissal/Check-out:

Our goal is to maximize instructional time. If your scholar must be picked-up early, please make the changes by calling the front office, **only**, by 2:00pm. All change requests not submitted by 2:00pm your scholar will be transported by the means given to us at the onset of the school year or enrollment. Also, anyone picking up our scholars early, must be on your scholar's information form.

Visitor Parking and No Parking: The new parking lot has designated visitor parking in the 8 designated areas in the front entrance of the school parking lot only. Also, there is no parking in reserved areas or in the areas that have vivid yellow striped lines on the ground towards the back and side of the building. Please be mindful of the areas indicated.

Educationally,
Principal Sides