

Parent Drop Off and Pick Up Procedures

2024-25

Please review the drop off and pick up procedures for Hillcrest Elementary School as there are many changes with the recent construction. Please know that next year, the procedures will be revised once again once all construction is complete.

DROPPING OFF STUDENTS

1. Parents will only be able to enter the driveway that is furthest south.
2. Once you enter the parking lot, there will be two lanes of traffic to assist with getting the vehicles off of County Road FF. Please queue in both lanes leading up to the parent dropoff merge area.
3. As both lanes of traffic approach the first corner, all vehicles will need to merge into one lane. We will ask all vehicles to pull as far forward as you can before dismissing your child(ren). A staff member will open the doors at 8:25. Please do not drop off and leave your child(ren) unattended.
4. Students should **only** be dropped off on the right side of the vehicle and **only** when the student is able to step right onto the sidewalk next to the school.
5. If adults need to assist their child(ren) unbuckle and get out of the vehicle, they may do so when their vehicle stops in the drop off lane. At NO time, should an adult leave their vehicle and walk their child up to the door.
6. The left lane is a passing lane only.

PICKING UP STUDENTS

1. All families will be assigned a number and will be given two number cards to place in the passenger front window.
2. As vehicles merge into one lane, a staff member will be standing on the corner to record your family number which will be communicated to staff in the building.
3. Monitors within the building will display the family numbers, which will alert the students on when they should exit the building.

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4. Students will find their vehicle in the line up and should enter the vehicle on the passenger side (next to the side walk).
5. If adults need to assist their child(ren) buckle and get in the vehicle, they may do so when their vehicle stops in the pick up lane. At NO time, should an adult leave their vehicle and walk up to the door to get their child.
6. The left lane is a passing lane only.

CROSSWALK PROCEDURES

1. We are asking parents in grades K-3 to join your child at the crosswalk on the east side of the FF.
2. Staff will be available to assist students before school from 8:25-8:35 and after school from 3:45-3:55 to cross the road.
3. Please send an email to the office and the classroom teacher if you would like your child to walk either to and from school.

Our student's safety is our top priority. Because we have a large number of students that get dropped off and picked up each day, we are asking all families to please be patient during these times of the day. Thank you in advance for your cooperation.

We will continue to send updates as we progress through the summer. Have a great summer.