



Highcrest Elementary School



Arrival and Dismissal Procedures 2024-25

Doors open for students @ 8:35 a.m., class begins at 8:55 a.m.

Students are dismissed at 3:25 p.m.

Greetings Highcrest Families!

We are writing to inform you of our arrival and dismissal procedures for the coming school year. We will continue with the structures and routines from last year. The car loop will be in the front of the school and the bus loop will be in the back of the school. Please see below for details of our procedures. As always, we are committed to ensure that all school transitions are as smooth as possible in order to keep everyone in our community safe.

The procedures listed below remain in place:

- No parking in front of the school, on Highcrest Rd.
- No student drop-off on Highcrest Rd.
- No walking down the hill into the loop
- No passing of cars is permitted in the car loop. Single file line only.
- No walking in between buses
- No pets allowed on campus for arrival or dismissal
- Parking in handicap spaces is reserved for those with proper identification
- Cones in the back parking lot are reserved spaces so buses can clear the turn. Do not move any cones.

Parent Drop Off/Pick-Up Loop – All persons authorized to drop off and pick up students by car should wait in the car queue at the front of the building. At arrival, pull up to the “Kiss and Go” cones. Your child should independently exit the car onto the sidewalk. Adults remain in the car and stay in a single file line to exit the loop. Students will enter through the main doors and go directly to class.

At dismissal time, please have your Parent Pick Up placard placed on the right side of your dashboard and your driver's license out and available for review by Highcrest staff; this allows our staff to quickly and efficiently identify which children are being picked up and ensure their safety. Please note that children will not be released to adults who have not been previously authorized for pick-up and/or provide proper identification. Pick up cards will be given to families the second week of school.

We ask that everyone be patient and take turns entering and exiting the loop. Please remain in a single file line at all times.

Walkers – All walkers* enter through the Main Entrance and are dismissed through the southeastern exit of the building located near the nurse's office and are supervised by a staff member. Should parents choose to meet their children walking home they must wait outside of the building, near the white fence. Parking is available in the lot near the new bus loop and students should not be walking towards the parking lot to meet a car without an adult. Families should not walk in between buses. Please use the crosswalk at all times.

**For Kindergarten students only – k students will be released from their individual classroom. All kindergarten classrooms (Rooms 8, 9 & 10) are located to the right of the Main Entrance.*

Bus – All students riding the school bus enter and exit the building through the back doors by the Art room. Staff members will be outside to safely usher students to their classrooms. Additional staff members will be stationed inside the building to ensure that students arrive at their correct destinations.

At dismissal time, students will line up by bus number; once their bus has arrived a staff member will escort them outside and wait until all riders are safely on board.

Summary:

Arrival and dismissal can be challenging times in any school as we do our best to get everyone in and out of the building in a safe and timely manner. Patience and flexibility are key! With hundreds of children moving around Highcrest, we look forward to partnering with you to stay focused on safety.

Map:

