**NEW Pick-up Procedures for HCS**

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| **Who?** | Pick-up (K-5 students being picked up from school by an adult in a vehicle, not on a school bus or walking home) |
| **What?** | New Pick-up procedure |
| **Where is Parent Pick-up?** | Cars will enter the school parking lot via Elm Street (facing Main Street), **going *in* the Exit lane**. **Cars cannot take a right into the parking lot.** To get in line, you will need to use the Barre Road Cutoff as a turn-around. **Please do not turn around in residents' driveways.** |
| **When is Parent Pick-up?** | **3:05 pm** is when cars will begin to enter the parking lot.<br><br>Cars are **not permitted** to enter HCS parking lot ***before 3:05 pm*** for safety purposes. We will be dismissing Pre-school & CAPS students between 2:35-3:05 pm.<br><br>Cars that arrive early will need to pull over on Elm Street, facing Main Street. Please **do not turn around in residents' driveways, park on residents' lawns, or block driveways.** |
| **How will this work?** | Once called into the parking lot via the Exit lane, by a staff member, the first car will stop at the corner of the building at the gym. A staff member will record the last names, following the order in which cars are lined up. The staff member will use the walkie talkie to call for your child(ren) from the cafeteria.<br><br>Another staff member will call cars forward, where you will then pull up to the next available orange traffic cone. At that time, your child(ren) will be waiting by a cone for you, in the order in which you arrived. Staff members at each cone will open the doors to help your child(ren) in.<br><br>Once your child(ren) is in safely, wait until the line of traffic proceeds out. **Do not pass the cars ahead of you.**<br><br>Cars will exit the parking lot, via the *Entrance lane.* **Cars may only take a left onto Elm Street.** |
| **Why was this changed?** | Due to the construction on Main Street, we need to change our procedures. With such a high number of students who are Parent Pick-up, and our small number of buses, *this is the safest and most efficient way*. |

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| **What we need from families** | Please write your child's last name largely on a piece of paper and display that on your windshield/dashboard for staff. This will speed up the dismissal process. |