

Arrival and Dismissal

Harlan Elementary School

***Kids will not be permitted to enter the building before 8:44.** Please do not let kids out of the car until then or have kids walk/ride to school before that time as supervision will be limited.

Arrival Expectations

When dropping off students, vehicles are expected to follow the front loop and proceed to the back of the building. All students will enter through the rear door (#5), except for those riding the bus. Vehicles are expected to stay to the right and drive around to the back parking lot. Please see the map below for clarity. Reminder, no parents/guardians may enter the building during drop off. **Door #5 will be closed at 8:49am. Students who arrive after 8:49am must come in through the main front doors. Students arriving after 8:49am will be marked tardy for attendance purposes.**

Other extremely important requests for helping with a smooth morning drop off.

- Please pull up as close as safely possible to the car in front of you.
- Make sure students in the car are ready to get out of the vehicle with all belongings, after school plans discussed, and personal messages already given before arriving in the parking lot. Often times this is the one that holds up the line the most. If students are not ready, please park your vehicle in a parking place.
- Parents should not get out of the vehicle. Students should be able to independently exit the vehicle. If they cannot, please park your vehicle to assist them getting out.
- It is prohibited for any students to access materials from the trunk or hatch in the drop off loop. If items are needed from the trunk or hatch, please park your vehicle in a designated parking space.
- **For safety purposes, students must exit on the passenger side of the car.**
- Bring your patience.

****If you must get out of the car for any reason, then you must park your car in a designated space.**

Dismissal Expectations

Car pick-up:

Car pick-up students will exit the building using the rear door of the school (door #5). **Pick-up in the rear parking lot will occur by vehicle only.** This extended loop will help with the congestion on Adams Road. Every vehicle will need to turn right after entering the driveway off of Adams Road. The cars in the dismissal loop will enter the driveway and the loop will continue to the back of the school. After your child is in the vehicle, you should continue to loop through the back parking lot and out to Adams Road.

1. Continue to pull your car forward.
2. Have your child's name and grade on a sign placed in a prominently visible location on the passenger side.

Walkers

Walkers will be dismissed out the first side door (#10) at 3:50pm. Walkers include any students who walk home or are met by an adult. Walkers who do not meet a parent will continue to walk home independently. Walkers may not be picked up by anybody in the car pick up line.

For Arrival and Dismissal:

- Park only in designated parking spaces. When you park anywhere other than a parking space, it constricts the flow of traffic.
- Handicap parking spaces are for people who are legally handicapped.
- Be patient.
- Be courteous.

Every action triggers a reaction. Although some may think it is insignificant to deviate from the above expectations, any deviation causes a domino effect on the whole process. We are working together to do what is best for the entire group. The ultimate goal is to create an environment that is safe for all of our children. We appreciate your patience and support!



Harlan Drop Off

