



# H.L. Johnson Elementary School

## Drop-Off and Pick-up Procedures

Dear Parents and/or Guardians,

This year we have adjusted our drop-off/pick-up procedures to meet the safety and security needs of our students. We appreciate your patience as we all adjust to the new procedures.

### Arrival Procedures:

6:50 a.m. Morning Care Program begins (must be prepaid) drop off west café doors. Drop off ends at 7:20.

7:30 a.m. Car Drop-Off supervision provided ~ Students are let into the cafeteria.

**Please do not drop off your child prior to 7:30 am as there is no adult supervision outside the cafeteria.**

7:35 a.m. Breakfast is available.

7:40 a.m. Students are let into campus. (Note: The only student walker/biker entrance available is located at the kindergarten bike rack. Please see the map for details.)

7:50 a.m. Children enter classrooms and begin morning routine.

7:55 a.m. Breakfast ends.

7:55 a.m. Car drop-off area should be free of cars.

8:00 a.m. Classroom doors closed - all children must be in their seats or they are considered tardy. **"Don't be late - Be in your seat by 8:00"**

**Any child who arrives after 8:00 a.m. must be escorted by their parent/guardian and sign in at the main office for a late pass.**

### Dismissal Procedures:

1:30 p.m. All early dismissals must be accomplished before 1:30 p.m.

1:55 p.m. Bus riders dismissed to the bus loop

2:00 p.m. K-5 car pick up by cafeteria doors.

Cars should pull as far forward as possible and continue to move as traffic advances. **Car hang tags must be visible as they will be used to announce names of students for pick-up.** Students will be held in the cafeteria until their name is called. No cell phones (talking or texting) please and no horn honking. All passengers in a vehicle must be in a seatbelt or child safety seat.

2:05 p.m. \*K-1 After School Care students will be picked up by their counselor from a designated area. 2-5 After School Care students will report to the designated location.

\*All walkers and bike riders dismissed.

\*Students that are being picked up by their parent/guardian at the front entrance are also dismissed. If a parent does not have their car hangtag, they will be required to go to the front entrance with their picture ID to pick up their child.

No unattended cars are allowed in the car line during car drop-off or pick-up. Parents that park to drop-off or pick-up their children should use the west parking lot only. Car drop-off and pick-up will snake through the parking lot to the designated area.