

Dear Hillcrest Hornets Patrons,

I want to take this opportunity to welcome you to Hillcrest Elementary for the 2011-2012 school year. We are confident that this will be an incredible year for all! To ensure the safety of all children at Hillcrest, please take a moment to review the arrival and dismissal procedures for car riders.

## **Arrival**

All students should be dropped off in front of Hillcrest Elementary School. No students should be dropped off in any other area of the building. Students may arrive by car NO EARLIER than 7:20 a.m. When dropping off your student, please pull forward to the end of the first cone, as to allow 4-6 cars to unload at the same time. Several staff members will be on duty to greet students and will help students find their way to breakfast and/or the gym/empty room to read. Please help your child remember to bring a book to school EVERYDAY. If you would like to escort your child directly to his/her classroom, please park in a designated parking spot, check-in with the front office, and receive a visitor's sticker to wear throughout our building. If you arrive after 7:50 a.m., please escort your child to the office and check them in for his or her tardy pass.

## **Dismissal**

NO student will be released without a "Hillcrest Hornet Car Rider Sign." Parents will be directed to the front office if they do not have a sign. Please contact the office if you need additional car rider signs.

All car riders are dismissed at 2:40 p.m. in the front of the building. Again, we ask that you pull forward to the first empty cone, so that we may load 4-6 cars at the same time. Make sure the "Hillcrest Hornet Car Rider" sign is in the front car window with your child's name written in large letters. As cars pull into the loading zone, teachers will call students to load. All unattended cars must be parked in a parking space. Cars may not be left unattended on the curb as this inhibits the flow of traffic.

If you choose to park and walk-up to the door to pick up your child, you must park in a designated parking space. Please bring your "Hillcrest Hornet Car Rider" sign and wait in line against the brick wall by the door. Please hold up your sign so that your child's name can be called by the teacher on duty.

All Children must be picked up by 3:00 p.m. or they will receive a tardy. After 3:00 p.m. all students will be escorted to the front office to wait.

The safety of our children at Hillcrest Elementary is our ultimate priority. We are diligently working to make our arrival and dismissal procedures as efficient as possible. Thank you for your patience and flexibility.

Your partner in education,

Dr. Devon Carson, Principal  
Hillcrest Elementary