

# Houston Drop-Off and Dismissal Procedures



## Morning Drop Off:

1. **Doors will open every morning at 7:30AM.**
2. Students may only be dropped off in the front drive and the back drive.
3. Students in grades Pre-K-2<sup>nd</sup> must go straight to the cafeteria if they are dropped off before 7:45AM. Students dropped off after 7:45AM must go directly to class.
4. Students in grades 3<sup>rd</sup>-6<sup>th</sup> must go straight to the gym if they are dropped off before 7:45AM. Students dropped off after 7:45AM must go directly to class.
5. **All students will be counted tardy after 8:00AM. – Parents must come into the building to sign the student in – Front doors will be locked at 8:05am**

## Afternoon Dismissal:

1. **School releases at 3:20PM.**
2. All students in Kinder-2<sup>nd</sup> will be dismissed from the cafeteria (front of school) and all students in 3<sup>rd</sup>-6<sup>th</sup> will be dismissed from the gym (by the stadium). If you have an older sibling and a younger sibling please plan on picking up both with the youngest sibling from the front of the building.
3. All cars and parents that walk up to pick up a child must have a number displayed in order to get a child released to them.
4. As cars pull up, staff members will relay the family numbers that are displayed on the dash or visor to staff members that are on duty in the cafeteria or gym. As numbers are received, students will be sent outside. In order to pick up from the front drive or back, family numbers must be displayed.
5. **Cars that do not have the number displayed must park and come in to office to show identification.** This is to keep the line moving quickly and efficiently.
6. Families with a student in Pre-K or LEAP will need to park and walk to pick up their child and sign them out.
7. **Walkers will all dismiss to the back of the school.**

## Changes in normal pick up

1. If other arrangements are needed for after school pick up, **the office or the teacher must be notified by 2:30pm or the child will be dismissed as usual.**
2. If a person, not on the enrollment card is picking up your child, the parent must notify the office that it is ok to release the student. If we do not have authorization, **the student will not be released.**
3. Early pick up – **must be done before 3pm** or the student will exit the building using normal procedures.

**Please remember that these procedures are in place to keep our students safe. We appreciate your support and cooperation.**