

SCHOOL HOURS/ ARRIVAL/ DISMISSAL

Heather Glen School Hours:

Morning:

7:30 Doors open each day. Please do not leave your child earlier as they will not have supervision by our staff.

8:00 Teachers pick up students at their arrival areas. (first bell)

8:10 Tardy Bell: All students must be here by 8:10 to be on time.

8:20 Breakfast in the Classroom ends

Afternoon:

3:20 Dismissal Bell

3:30 Remaining students call home (after the first few days of school we begin this)

Arrival:

All students are dropped off in our front drop-off lanes on Heather Glen Drive. Please use the lane nearest the curb when possible. You may also use the outside lane-- no traffic drives through the center lane. This lane is kept free for safety purposes. Students walk up the line to the crosswalk where we will have a staff member to assist them in crossing safely. Students and/or parents may not cross between cars for safety reasons. Thank you for helping us keep everyone safe during a busy time of day. You may also drop off your student at the curb on Heather Glen Drive. They will walk to the crosswalk where our staff will help them cross the parking lot safely.

Traffic in our front parking lot is one-way. Please do not park in the drop-off lane. If you need to park, please use a visitor parking space so that we can keep traffic flowing safely and quickly. Please do not drop your student off on the side--- in the mornings we use only the front entrance.

Dismissal:

For safety reasons, students may not stay on campus after school hours without a parent. Your child will be asked to leave. Please know that this is for the safety of all kids-- we have had many instances after hours on our campus of stray animals, strangers, or others approaching kids who are here alone.

Students may ride the bus if they live in our attendance zone and are more than 2 miles away from our school. To set up bus transportation, please call transportation at (972) 494-8530. You must have approval from transportation prior to riding the bus.

Walkers: Students may walk home if they live close to our school, but we must have parent permission on file before allowing them to do so. Students who are in K-2 may not walk home alone for safety reasons. Any student may walk home with an older sibling or family member. Family members that pick up students at the school will be asked to show ID. Walkers are

dismissed through the middle entrance (between K-2 and 3-5 pick up areas), and are asked to walk on the sidewalk to the crosswalks to cross with an adult.

K-2 Car Riders: Parents may pull through the dismissal lane at our Birchwood entrance in one single file line along the curb only. We will not allow students to cross traffic in the pick up lane for safety reasons.

Please remain in your car in the pickup lane and have your pickup tag visible. Our car riders wait inside the building until their name has been called. Staff will read car tags and use walkie talkies to call for your student. Please pull forward as far as possible so that we may serve as many families in our pick-up lane as possible. Watch for staff who will direct you on where to go. If you do not have a car tag, you will need to park and walk up to pick up your student by showing the proper ID. You may pick up car tags at Meet the Teacher (August 8th), on the first morning when you walk your student to class, or upon request by contacting the teacher. Please understand that we check car tags and/or ID before releasing students at dismissal. Please have them with you. We appreciate your patience as we ensure that all students are dismissed safely. Our process is slower at first, and then becomes quicker throughout the year. If you have multiple students to pick up, please make sure you have a car tag for each one. We have the older students walk to the younger student's dismissal area so that you may pick up in one location. Your students will come to you as you wait in your car.

3-5 Car Riders: Parents may pull through the dismissal lane at our front entrance in one single file line along the outside lane only. The inside lane along the curb is reserved for buses in the afternoons, and no traffic may drive through the center lane. This is to help us keep all students safe as we dismiss.

Please remain in your car in the pickup lane and have your pickup tag visible. Our car riders wait in designated areas outside the building and watch for their rides. All students will walk with a staff member through the crosswalk and then down the line to your car. We will not allow students or adults to cross the inside lanes for safety reasons- please use the crosswalk only. Please pull forward as far as possible so that we may serve as many families in our pick-up lane as possible. Watch for staff who will direct you on where to go. If you do not have a car tag, you will need to park and walk up to pick up your student by showing the proper ID. You may pick up car tags at Meet the Teacher (August 8th), on the first morning when you walk your student to class, or upon request by contacting the teacher. Please understand that we check car tags and/or ID before releasing students at dismissal. Please have them with you. We appreciate your patience as we ensure that all students are dismissed safely. Our process is slower at first, and then becomes quicker throughout the year.

3rd graders wait by the bicycle racks

4th graders wait by the front doors on the porch

5th graders wait by the cafeteria doors on the porch

If you do not have a car tag, please park and walk up to pick up your student by showing a picture ID. This is for the safety of all students.

If you have any questions regarding