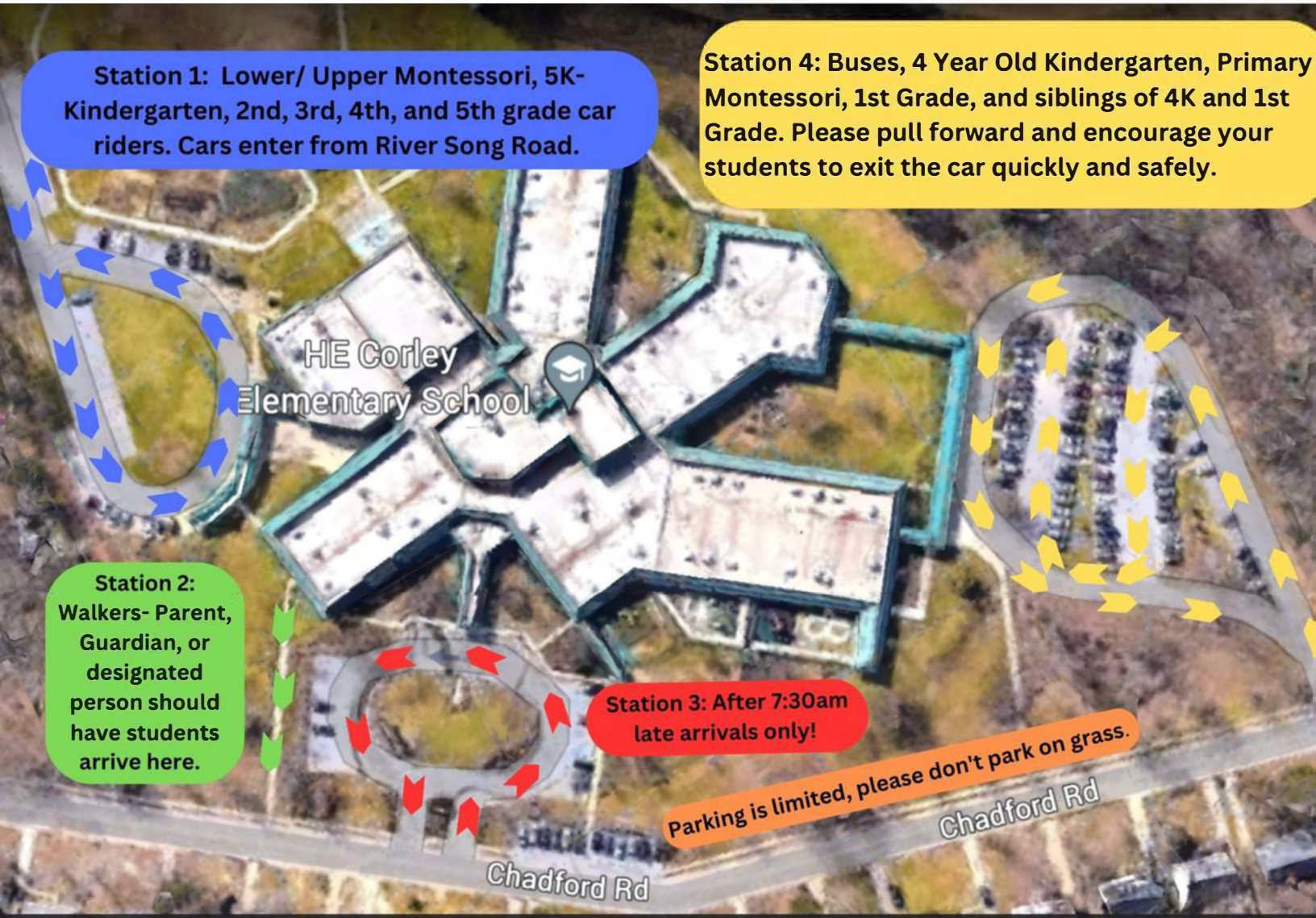
NEW Morning Drop Off Procedures

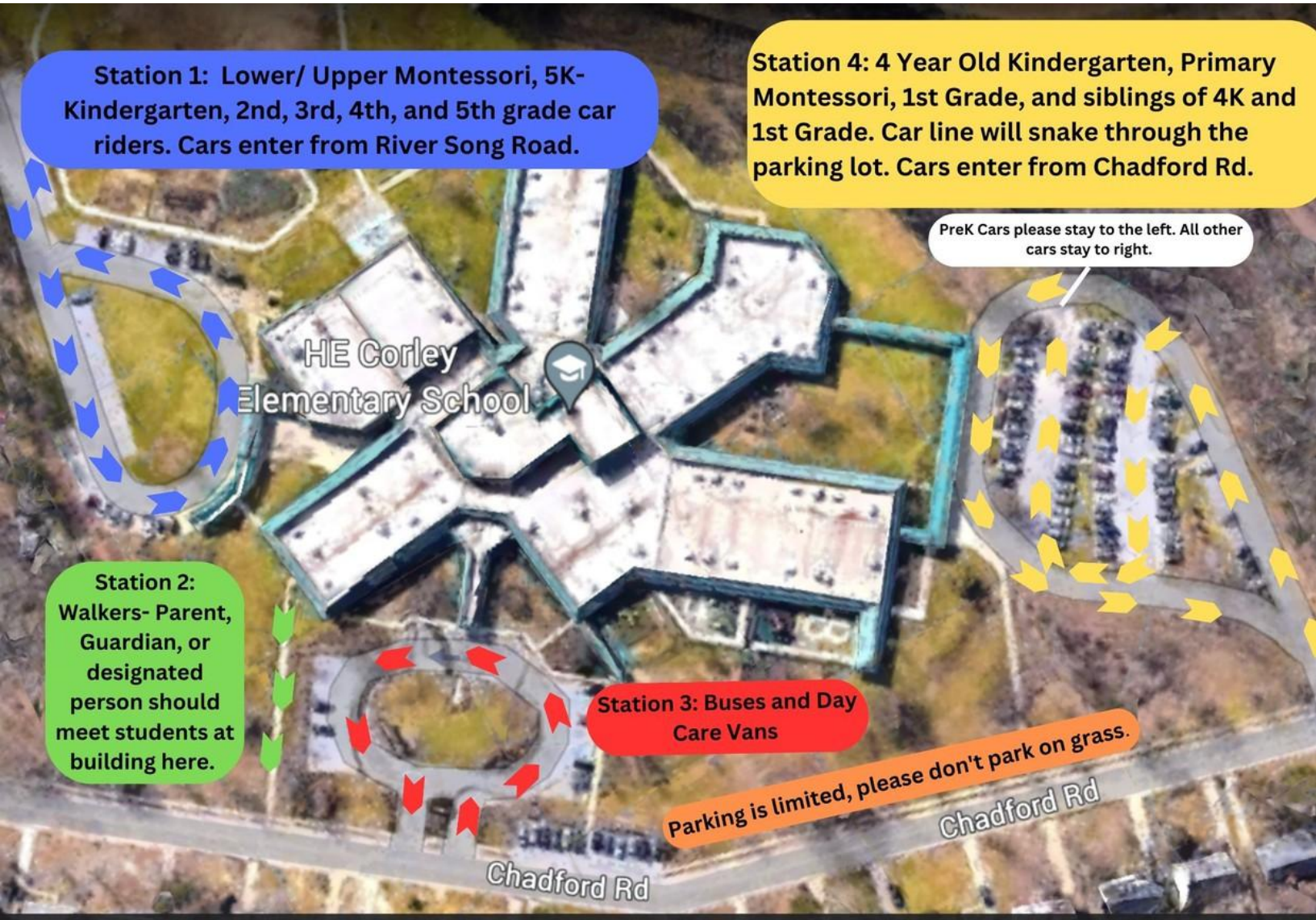
- Student drop off begins at **7:05am.**
- Students should not be dropped off without supervision prior to this time.
- Adults should remain in their cars. Staff will assist younger students exiting cars.
- All students arriving after **7:35am** must be brought in to the front office and signed in by an adult.



H.E. Corley 2023-2024 Morning Drop Off Procedures

NEW After School Dismissal Procedures

- Regular dismissal begins at 2:40pm.
- Please stay in the car line and follow the directions of the staff members on duty. **Please do not pull out and around others in the car line unless directed by a staff member.**
- Thank you for observing low speeds.
- Please stay in your vehichle and do NOT walk up to get your child. If you child is to be a "walker" in the afternoon, then you must send a note to your child's teacher that day for dismissal to the walker hall.
- The HEC Car Tag with an identification # and grade should be clearly displayed in the front window of your vehicle every day.
- Any students who are not picked up by 3pm will report to the front office.
- **If you do not have a car tag displayed, you will be asked to report to the main office to pick up your student. You must have a photo ID available.**
- Thank you for helping to keep our students safe!



H.E. Corley 2023-2024 Afternoon Dismissal Procedures