



Holland Central School District

H.O. Brumsted Elementary

173 Canada Street

Holland, NY 14080

P: 716-537-8250 F: 716-537-8252

H. O. Brumsted 2024 - 2025 Student Arrival & Dismissal Procedures

School Hours: UPK – 4: Arrival 9:00am / Attendance: 9:10am / Dismissal: 3:30pm

School doors will open for students who are getting dropped off to enter the building at 8:50 am and will report directly to the cafeteria. Buses will unload at 9:00am. Students should not arrive before 8:50 am as there is no supervision provided prior to that time. * Students who arrive after 9:10am should report to the office before going to their classroom and will be considered tardy.

School transportation is available for all students over age 4. Students are allowed one alternate site for pick-up or drop-off. **Bus information is not carried over from year to year therefore, alternate pick-up or drop off requests must be received via ParentSquare on or before Aug. 16, 2024, for the changes to be in effect on the first day of school.** Requests received after Aug. 16th will take effect Sept. 16th and you will be contacted to confirm when the changes are in place. **Postcards with your child's bus information for 2024-2025 will be mailed on August 26th.** The "Change of Transportation Form" is located on the Transportation page of our HCSD School website. **Daily bus drop off changes will only be made in the case of an emergency.** If you have any questions about transportation, please email the bus garage Transportation@HollandCSD.org or call 537-8261.

Building Entry

To ensure the safety of all our children, school policy requires all visitors to report to the office to sign in and present photo identification upon arrival and sign out upon exiting the building.

Driving Children to School



Arrival: After 8:50am families will enter campus via the Pearl Street entrance and follow Weissenburger Way to our building car loop.

- All vehicles will drive around our car loop at the front of the building.
- When it is your turn, stop your car within the drop-off area, pulling up far enough to leave room for cars behind you in the drop-off area.
- As soon as you stop your car, instruct your child to open the door on the passenger side, get out of the car, and shut the door. Your child should be able to do this without adult assistance. If this is not possible or if you wish to accompany your child to the entrance, please park at the high school and walk him/her over.

- **Do NOT have your child get out on the driver's side and walk around your vehicle**
- **Please stay in your vehicle. Students will need to unbuckle themselves.**
- Leave the drop-off area only after cars in front of you have moved. NEVER pass a car stopped in front of you.
- Students will enter through the main entrance door.

Dismissal:

To secure the safety of our children, and ensure they are released only to parents, guardians, or those designated by parents, the following procedures are in effect at the Elementary School:

- **HCS District Office will be asking families to update Emergency Contact Information for you to confirm who is on your approved list to pick up your student via eSchool Parent Portal. If you need help accessing the portal please contact Marie Pagano at 716-537-8215**
- Students will not be released to anyone under the age of 18.
- **Student pickup will take place at the main doors at the front of the building. Visitors will not be allowed in the building during dismissal, unless checked in through the main office.**
- Children being picked up will be dismissed at 3:25 pm and will need to sign out with your photo I.D.
- Designated parents/guardians will continue to use the Pearl St. entrance to approach school to avoid interference with arriving/dismissing buses and are asked to park in the ES lot, HS lot or around the car loop. (The Canada Street Entrance to the Elementary School will be unavailable from 3:15 pm – 3:45pm daily to allow for buses)

Releasing Procedures

To secure the safety of our children, and ensure they are released only to parents, guardians, or those designated by parents, be sure to update your child's Emergency Contact Information. We will need photo identification at the time of dismissal. **If photo identification is not presented the child will not be allowed to leave the building.** Phone authorizations will be accepted under extreme circumstances only. These policies are for the safety of children. *All custody papers/court orders must be on file with the school.

The following procedures are in effect at the Elementary School:

- **Parents picking up their child from school must send a note in the morning to the teacher.**
- **Students will not be released to anyone under the age of 18.**
- **Students will not be released to anyone you did not list on your child's Emergency Contact Information form.**
- **Bus drivers will not release students to parents.**

Early Dismissal When students must leave before the end of the school day, a note should be sent to the office in the morning indicating the reason for the early dismissal and the pick-up time. If an issue arises during the day, the office must be notified by 12:00 pm. Students shall be released from school only to their parents or guardians or to persons authorized by their parents/guardians and only from the main office. No student will be released from school without written permission.

Bus Riders Arrival - All students are expected to be out waiting for the bus 5 minutes before the bus is to arrive. Buses cannot be waiting for students to arrive at the bus stop. Students should be out waiting safely at the end of their driveway, visible to the driver. This will help substitute drivers locate bus stops and keep buses running on time. Buses will continue to use the side parking lot to access our building for arrival.

Bus Riders Dismissal- Buses will continue to line up around our side parking lot for dismissal. Buses will depart the building approximately 5 minutes after the student dismissal time.

Walkers Students that **walk to school** should use the crosswalks and the sidewalks. Due to no crossing guard on Canada Street parents/guardians must walk their child across Canada Street onto district property each morning and at the end of each day. Students that walk home will line up with a school representative and be walked down the sidewalk. Students who do not have a parent/guardian present during dismissal will be escorted back to the main office by district staff. Students should not arrive before 8:50am since there is no supervision provided before then.