

Bus Drop-off
at Gym. Staff
parking only!

NO Parking
During pick-up or
drop-off in this
parking area.

Cars will enter from **Liberty Way** for morning and afternoon from the north and south. Once in the drive, traffic will divide into double lanes. Students will enter and exit school at the cafeteria doors.

Please stop **in front of cones** and wait for staff member to open the door for your child.

Please **respect the STOP signs and speed limit**, as we have students crossing from **portables** to the main building.

Now **ONLY ONE Lane** for entering and exiting school

New - **STOP signs** at Liberty and Pennsylvania

Incoming carpool traffic may enter from HWY5/ Pennsylvania Ave traveling **EAST** only.

Buses and approved vehicles ONLY.

NO Left Turn EXIT from HME parking lot onto Pennsylvania Avenue.

As per City Ordinance, there is **NO PARKING** along Pennsylvania Ave. or in fire lanes.

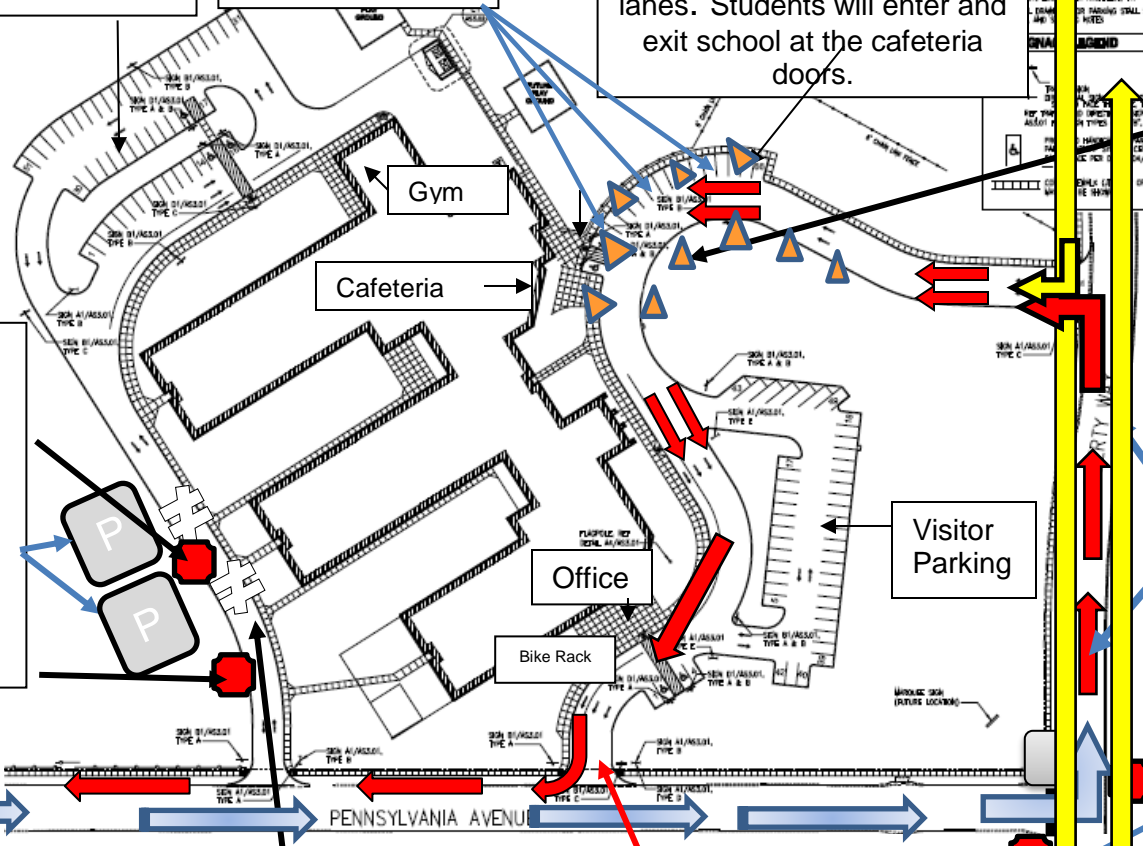
ALL Bikers & Walkers be assisted by HME Staff to Crosswalk and wait for **Crossing Guard** directions. Students walking will wait inside the building on inclement weather days until 3:15 pm for a ride.

NEW!
Updated
9/1/2016

NOTE: If a student's **BLUE** dismissal card was marked "NO" at the Meet the Teacher ('student may not walk without an adult'), at **3:10 pm** staff members will escort all remaining students to the front office to wait for adult pick-up.

Harry McKillop Elementary

Morning Drop-off and Afternoon Pick-up Procedures **on back!**





HME

Arrival/Dismissal Procedures

INCLEMENT Weather Clarification for students who walk home: during these times, students who typically walk may be released with written parental consent, otherwise, students will use their carpool numbers and wait in the cafeteria for pick-up through the carpool drive.

AM Drop Off: 7:15 – 7:45 am (*after 7:45 students must enter through front office accompanied by an adult*) Cars will enter from north and south ends of Liberty Way at the entrance to the parking. Once in the drive, cars will divide into two lanes. Morning helpers will be there to open the car door once your car is stopped at a traffic cone and help our McKillop Cardinals enter through the cafeteria area. Please pull all the way forward to the first staff member to accommodate ALL parents. Follow the path out of the parking lot and turn right out of the parking lot to Pennsylvania Ave., which is ***now open all the way to Highway 5!***

All students (other than bus riders and front walkers), will enter through the cafeteria doors. Parents are welcome to join us for morning breakfast but will need to enter through the front office, sign in and get a visitors sticker. Walkers and bike riders will cross at the cross walk at Liberty and Pennsylvania (which is the same place they will exit in the afternoon), following the sidewalk to the entrance of the cafeteria. All bikes must be walked when on campus. Students will place their bikes in the racks at the front of the building. Morning Huddle begins in the Gym daily at 7:45 sharp.

Afternoon Pick-Up: 3:00 pm

Returning students will keep the same carpool number. A new **yellow card** with same carpool number will be handed out during Meet the Teacher. New to McKillop students will be issued a carpool number at Meet the Teacher.

Carpool will enter through Liberty Way, single file following the arrows and sign directions. Once you enter carpool pickup area, please form two lines. Please have your carpool number visible to help expedite pick-up. Children will be seated in the cafeteria by grade levels. If for some reason your child is not ready, we will have you pull forward and bring your child to you.

At **3:10 pm**, walkers who may not begin walking home without an adult present (as indicated by selecting “NO” on the blue after-school transportation cards completed at “Meet the Teacher”), will be escorted back to the front office until an adult can pick them up.

CHANGES in Afternoon/Dismissal Plan (Please read CAREFULLY)

If a child’s after school plans change, parents **must** send a note to the child’s teacher explaining the change of plans and must be **signed and dated**. Only in emergency situations, will the front office be able to accept a phone call change for transportation. These phone calls must be received **before 2:00 pm**. We understand there are some exceptions.

We understand how anxious you are to see your student and realize that the wait can be frustrating. Please be patient with us as we make every effort to move quickly, yet safely. Thank you in advance for your cooperation and patience.