

**NEW SCHOOL TIMES!**

**Hitchcock Primary School  
Arrival-Dismissal Plan  
2010-2011**

School personnel are on duty to facilitate this plan.  
This plan provides for the safe arrival and dismissal of the students.

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**ARRIVAL**

The building will be open for students at 8:00 a.m. (NO STUDENT SHOULD BE DROPPED OFF BEFORE 8:00, DUE TO LACK OF SUPERVISION) and Breakfast will be served from 8:00-8:15 a.m. **Class begins promptly at 8:15 a.m.** Students should be in their desks and ready for the school day to begin at 8:15 a.m.

After 8:15, your child is tardy to school. **To protect and supervise your child, a parent or guardian MUST come into the building and sign in tardy students. Three (3) tardy days to school could count for one unexcused absence.**

**AUTOMOBILE/DAY CARE: In order to ensure the safety of our students, parents in automobiles will not be permitted to drop off students in the side faculty parking lot area.**

All students arriving by automobile will enter the front entrance. For safety purposes, only one line of cars will be allowed for drop off. The lead car should move all of the way past the front door; approximately 8 cars can stop to let the students out at one time. The students can walk safely on the sidewalk and enter the building. School personnel will be present to monitor and greet the children. This procedure will enable more students to enter the building at one time and also assist with traffic congestion and tardy students. At 8:15 a.m. the front door will be closed. Parents/Guardians of tardy students must enter the building and sign the child into class. We are striving to reduce tardy students.

WALKERS                      Students who walk may enter front door or side door at bus entrance  
BIKE RIDERS                Students who ride bikes enter side door with bus students

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**DISMISSAL**

All students will be dismissed promptly between 3:15-3:30 p.m. **We ask that you not come to get your child from school before the bell rings unless it is an extreme emergency.**

