



# Sinclair Elementary

## Arrival Procedures

### 2021-2022 School Year

School hours are 7:30AM – 3:00 PM. Students may be dropped off at Sinclair beginning at 7:00AM. **For the safety of all students, please adhere to this policy.** Staff will not be on duty to supervise prior to 7:00AM. We encourage students to arrive at school between 7:15-7:30AM.

**PRE-K and KINDER grade students:** Beginning at 7:00AM, all students gather in the cafeteria where free breakfast is available to students who opt to participate. Students will travel to their classroom as a group at 7:27AM.

**FIRST through FIFTH grade students:** Beginning at 7:00AM, all students gather in the cafeteria where free breakfast is available to students who opt to participate. At 7:15AM, a bell will ring dismissing these students to their classrooms. School breakfasts will be consumed in the classroom; outside food should not be brought to school for breakfast. Students entering after breakfast dismissal (7:15AM) may receive a free breakfast from the cafeteria if they opt to do so before traveling to class.



**Car rider drop off – Manville entrance:** *Please enter through the north gate and exit through the south gate, making a right turn only.* Pull forward as close as possible to the south exit; cars should utilize the entire sidewalk for drop off, and move up as traffic advances as to keep the flow of traffic ongoing. **Please remember do not block the entrance to the parking lot as you wait such that teachers and staff may enter and park.**

*Note – This is a drop off lane. Should you need to help your child out of the car, assist your child with a project, etc., please park your car.*

***Important note –*** Teachers and staff begin their day at staggered times between 7:00-7:15AM. Please be courteous of their need to enter the lots and report to duty.



**Bus/special needs students drop off – Grovewood entrance:** This drop off zone is reserved for buses and special needs students dropped off by car. Parents of these students will receive a special hanging tag to display in the car's rearview mirror from their child's teacher. ***All vehicles will enter through the east gate and exit through the west gate, making a right turn only.***



**Walkers/Bikers:** Students who walk to school may enter through the Manville or Grovewood entrances. Bike racks are located in the front of the school near the intersection of Grovewood and Clovis.

***Important note – the Manville entrance is locked at 7:30AM. All students arriving late and visitors should use the Grovewood entrance.***

School address: 6410 Grovewood Lane, Houston, Texas 77008

Phone number: (713) 867-5160 Fax number: (713) 867-5162

Office hours: 7:00 AM-4:30 PM Monday-Friday



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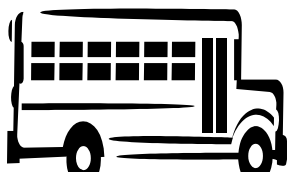
## Dismissal Procedures

### 2021-2022 School Year

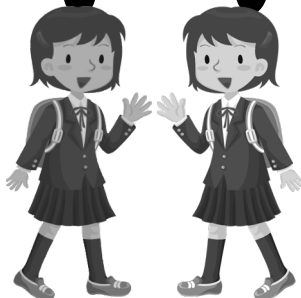
School hours are 7:30AM – 3:00 PM. Please arrange for prompt pick up of your child daily. These dismissal procedures apply to students in kindergarten-fifth grade. Pre-kindergarten students follow a different dismissal plan; this will be explained by the pre-kindergarten teachers.



**Car rider pick up – Manville Blue Door entrance:** Please enter through the north gate and exit through the south gate. Gates are marked entrance and exit. Pull forward as close as possible to the south exit; cars should utilize the entire sidewalk for pickup. Teachers will be on hand to help with safety and traffic. Please follow their instructions. Parents need to display your child's/children's name(s) on the provided hanging tag. Students will be held in the cafeteria and called to meet their cars outside.



**Bus/special needs student pick up – Grovewood Green Door entrance:** All school, transportation, and daycare buses will pick up in this lane. Special needs students with the appropriate hanging tag will also be dismissed from this area. All vehicles will enter through the east gate and exit through the west gate.



**Walkers/Bikers:** Kindergarten-second grade walkers are held in the interior hallway at the Manville Blue door entrance. Parents/guardians will line up in front of the appropriate sign by grade level under the breezeway. As you approach the door, your child will be called. Please print your child's/children's name(s) on the provided card and carry this with you at pickup. Third-fifth grade walkers are dismissed by their supervising teachers from the shaded area just off the breezeway. All bikers will be dismissed from the walker area to exit through the front of the school.



**iKids:** Sinclair is proud to offer site-based afterschool care through iKids. These students will report to designated locations at the end of the school day. Dismissal from iKids will be according to their policy. For more information or to register your child, please contact iKids at (214) 705-4718.

**Important note – We understand that dismissal arrangements may occasionally change; however, we request that you keep your dismissal method consistent. Should you need to change the way your child will get home, please make every effort to call the main office by 1:00 p.m. If you know that you will need to change transportation plans, please send a note to your child's teacher in advance.**

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