



# Sinclair Elementary

## Arrival Procedures

### 2019-2020 School Year

School hours are 7:30AM – 2:50 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.

**FIRST through FIFTH grade students:** From 7:00-7:15AM, students are held in the cafeteria if they are picking up a free breakfast or t-building 1 (T-1) if they are not participating in breakfast. 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.

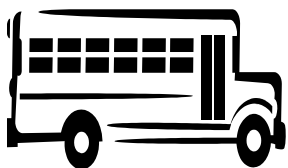
**PRE-K and KINDER grade students:** All students gather in the cafeteria where free breakfast is available to students who opt to participate. Students will travel to their classroom as a group at 7:30AM.



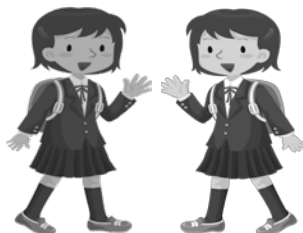
**Car rider drop off – Manville entrance:** *Please enter through the north gate and exit through the south gate, making a right turn only.* Pull forward as close as possible to the south exit; cars should utilize the entire sidewalk for drop off, and move up as traffic advances as to keep the flow of 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