



Sinclair Elementary

Arrival Procedures

2018-2019 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