



Sinclair Elementary

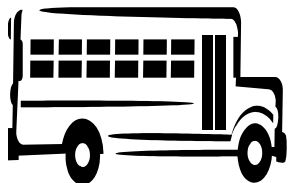
Dismissal Procedures

2018-2019 School Year

School hours are 7:30AM – 2:50 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 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. *All car rider students will receive a backpack tag in the shape of a car.*



Bus/special needs student pick up – Grovewood 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. *All students riding a school, transportation, or daycare bus will receive a backpack tag in the shape of a bus.*



Walkers/Bikers: Kindergarten-second grade walkers are held in the interior hallway at the Manville 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. *All walker/biker students will receive a backpack tag in the shape of a shoe.*



Kidventure: Sinclair is proud to offer site-based afterschool care through Kidventure. These students will report to designated locations at the end of the school day. *All Kidventure students will receive a backpack tag in the shape of a crayon.* Dismissal from Kidventure will be according to their policy. For more information or to register your child, please contact Kathleen Vigreux at (713) 960-8989.

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.

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