ARRIVAL: MORNING DROP-OFF GUIDELINES

The school opens at 7:05 am. **NO students should arrive on campus before 7:05 am,** as there is no adult supervision. All students arriving at or before 7:30 am should report to the multi-purpose room/gym each morning upon arrival. All students must be on campus by 7:30 am.

**CARPOOL DROP-OFF:** Parents that are bringing students (all students PK-5th grade) to school in a car MUST drop students off using the carpool lane. The carpool entrance is near the intersection of Cherry Ridge and Wood Lodge. Students and parents should NEVER walk along the carpool lane. **NO PARKING OR DROPPING OFF IN THE PARKING LOT.**

➢ All cars will ride through the carpool lane (one lane traffic only) to the Carpool Drop-Off. Do not drop students off at any other point along the carpool lane. Students will enter the building and report to the gym. Teachers pick students up from the gym at 7:30. Students are marked tardy at 7:35 am.

**WALKING:** Students that walk to school, or whose parents plan to park their car on the street and walk up to the school, should walk along Hayes Road to enter through the gates that lead up to the school. At no point should students or parents walk along the carpool lane or in the parking lot.

**BUSES/DAYCARES:** Students that ride on a HISD bus or daycare bus/van will be dropped off in the bus lane along Hayes Road or in the carpool lane. **NO PARKING IN THE BUS LANE AT ANY POINT.**
Askew Elementary School
2019-2020

DROP-OFF AND PICK-UP GUIDELINES
OUR TOP PRIORITY IS THE SAFETY OF OUR STUDENTS! PLEASE ADHERE TO ALL GUIDELINES.

AFTERNOON DISMISSAL/PICK-UP:
Students are dismissed at 2:50 pm. All students should be picked up by 3:10 pm. *It is very important that your child’s teacher knows how your child is to get home after school each day. We must know what area your child is to report to for dismissal. The student should also know how they get home and be aware of any changes made.

CARPOOL PICK-UP (students K-5th grade): Parents that are picking up students from school in a car will only be allowed to pick-up students using the carpool lane. Parents must remain in the car the entire time. DO NOT leave cars unattended in the carpool lane, it is a Fire Lane, and risk your car being ticketed or towed. All cars must enter the carpool lane from the Cherry Ridge to Wood Lodge entrance. **Cars will only be permitted to enter the carpool lane from Cherry Ridge. There is no carpool entrance on Hayes Rd., nor will cars be permitted to enter from Wood Lodge. Students and parents should NEVER walk along the carpool lane, that lane is designated for cars only.

➢ All cars will ride through the carpool lane (one lane traffic only) and all cars should have the “student tag” displayed in the window with the name(s) of the student(s) being picked up.
➢ A staff member will come to your car to confirm the students you are picking up, and students are escorted to the vehicle.
➢ All cars will exit the carpool lane and will only be allowed to turn left onto Hayes Rd.

PARENT PICK-UPS (students K-5th grade): Parents that choose to walk up to the school, or to park their car and walk up to the school, to pick-up their child(ren) will be considered “parent pick-ups”. Parent pick-ups will line up outside of the main entrance of the school (this is the only entrance parents will be allowed to enter and retrieve students) Staff members will be present at the main entrance to ask for your child(ren)’s name(s). A staff member will direct the parents to the designated area to pick up students.

➢ All parents should have the “student tag” with the name of the student(s) being picked up

INDEPENDENT WALKERS: Students who will walk home alone will be considered “independent walkers”. Independent walkers will be dismissed through the Hayes Rd. gate and allowed to walk along the sidewalk adjacent to the building. Crossing guards will be in place at specific intersections, students should only cross the street where a crossing guard is present. **Students in grades Pre-K, Kindergarten, and 1st grade WILL NOT be allowed to walk independently at any time, unless they are walking with an older sibling in 2nd-5th grade.

BUSES/DAYCARES: Students that ride on a HISD bus will meet in the cafeteria and be escorted to their bus parked in the bus lane along Hayes Rd. by a staff member. NO PARKING IN THE BUS LANE AT ANY POINT. Daycare riders will wait in the library and be escorted to the daycare van waiting area by staff members. Pre-K daycare riders will be escorted to the designated waiting area by a staff member.

PRE-K STUDENT PICK-UP: ALL PRE-K STUDENTS MUST BE PICKED UP FROM THEIR CLASSROOM EACH DAY. (Unless the student rides a Daycare Bus/Van) Parents of Pre-K students will receive a “PK student tag” that will allow them to enter the parking lot and the PK Pick Up Entrance/Exit (doors closest to the playground). Pre-K parents may ONLY enter through the PK Pick Up Entrance/Exit. Parents will report to their child’s classroom to sign out and pick up their child(ren). Parents must exit the building from the PK Pick Up Entrance/Exit.

*Older siblings of Pre-K students will report to the Pre-K classroom at dismissal and wait with their Pre-K sibling for the parent to pick up. **Older siblings of Pre-K students that will be independent walkers will report to the Pre-K classroom to sign out and pick up their Pre-K sibling. Pre-K students will not be dismissed to the carpool or parent pick-up areas, only from their classrooms.

Please call the school AS SOON AS YOU AWARE YOU WILL BE LATE. Students not picked up by 3:10 pm will be escorted to the main office to wait for their parent. The parent will be required to come into the school to sign the student(s) out. Frequent late pick-ups can be referred for child neglect.