



ARRIVAL AND DISMISSAL PROCEDURES

A.M. DROP OFF: 7:15 - 7:55 AM

1. Use only the driveway by the cafeteria on Maverick/Winding Brook to drop off children by car.
2. Make sure your children have all of their things ready and are prepared for a quick departure from the car when you pull into the driveway.
3. If you choose to park and walk your children into the building, please **park in the front parking lot** and **use the crosswalk** to enter the building.
4. Please pull all the way up following the Safety Patrol directions.
5. Please make sure that your children arrive between 7:15 and 7:55 a.m.
6. Early bird students (students arriving from 7:15 - 7:30) will enter through the cafeteria doors and remain in the cafeteria until 7:30. The front doors of the school will not open until 7:30.
7. 1st - 5th grade early bird students will go to the gym at 7:30 unless they are eating breakfast. Kindergarten early bird students will go to the kindergarten tables in the cafeteria to sit with their class at 7:30 unless they are eating breakfast.
8. Breakfast will be served from 7:30-7:55 a.m.
9. Students in 1st-5th grades will enter the gym if they arrive between 7:30-7:55.
10. Kindergarten students will walk to the cafeteria and sit at their designated table if they arrive between 7:30-7:55.
11. The time from 7:30 until 7:55 will be used for reading. Parents can assist by assuring that books are placed in the backpack each morning.
12. **Parents should bring their children to the front office when arriving after the 8:00 a.m. bell. Students are considered tardy if they are not inside their classrooms at 8:00 a.m.**
13. **Please do not use the daycare lane in front of the main entrance to drop off your children. Please park and walk them into the building or use the carpool lane. Do not drop your students off in the parking lot. This is NOT safe.**

14. All students will be picked up in the gym at 7:50 by their homeroom teacher and escorted to their classrooms by their teacher.
15. Parents should not walk their students down to the classroom before 7:55 as many teachers will be on duty and not in their classrooms to supervise children.
16. Announcements will begin at 8:00 a.m. Any student who is not in their classroom at 8:00 will be counted tardy.
17. Any student arriving after 8:00 must check into the office to receive a tardy slip before going to class.

P.M. DISMISSAL: 3:00 - 3:25 PM

1. **All students and parents should cross the street ONLY at the crosswalk. It is not safe for cars to line up on Cockrill Drive or Clifton Lane to wait for children to be dismissed from school as this can create a safety concern.**
2. **Students may NOT stay at the lower playground after school to play. Hilltop playground is a public playground, and students may play at Hilltop ONLY with parent permission. Supervision is encouraged and recommended.**

CAR RIDERS

1. Students will be escorted to the cafeteria at 3:00 p.m.
2. Use only the driveway by the cafeteria when picking up car riders.
3. Parents should stay in their car and have their green carpool number hanging from the rearview mirror.
4. Students will only be released to cars with carpool numbers. If you forget yours, please go through the office to retrieve your children. No "walk ups" will be dismissed from the cafeteria.
5. A communication system is established where duty teachers relay car numbers as the cars approach the cafeteria doors. Children are then called from their lines and assisted by safety patrol.
6. Once you have collected all your car riders, you may carefully follow the cars out of the driveway on to Maverick Drive/Winding Brook.

WALK AWAYS AND BIKERS

1. Students will be dismissed through the front and side doors closest to their home.
2. Students should leave school premises using the crosswalk to cross the street.
3. Students should leave school property and not use playground equipment.
4. Students using bikes or scooters should walk them when on school property, sidewalks, and when going through the crosswalk.
5. **Students may NOT stay at the lower playground after school to play. Hilltop playground is a public playground, and students may play at Hilltop ONLY with parent permission. Supervision is encouraged and recommended.**

PARENT WALK-UPS

1. Parents who meet students designated as walk-ups should walk up to the outside gym door.
2. Students will only be released to parents with carpool numbers. If you forget your number, please go to the office to retrieve your children.
3. No parking is allowed in the daycare/bus lane or turning area of the daycare/buses that is located in the front drive of the school.
4. **Students may NOT stay at the lower playground after school to play. Hilltop playground is a public playground, and students may play at Hilltop ONLY with parent permission. Supervision is encouraged and recommended.**

DAYCARE VANS/GT BUS

1. The circle BUS drive by the office is a daycare van/bus lane only.
2. Durham bus transportation will be provided on Wednesday, Thursday, and Friday for GT students in grades 3-5.
3. Walker staff members will be on daycare duty in the afternoon for pick up by daycare.

The most important thing to remember is the safety of our children!