

DROP OFF AND PICK UP PROCEDURES FOR HAPPY HOLLOW SCHOOL

1. There are two lanes of traffic in front of our school. The one closest to the building is the drop off line. The other is a live lane where traffic will pull out from the drop off line to exit or they may be driving through to park in the parking lot. (The parking spaces in front of the building are for staff only. No one may pull out of those spaces during drop off or pick up as it forces the driver to back into the live lane of traffic.)
2. Please drive slowly and be aware that cars will be moving in and out of the traffic area. There is a period of congestion, but if everyone remains aware and patient, the whole process takes 15 minutes or less from beginning to end. This is to admit and dismiss over 400 children. It is impressive and moves smoothly when everyone cooperates.
3. There is no left-hand turn when exiting our driveway M-F from 8:00 a.m. - 8:40 a.m. and from 3:00 p.m. - 3:30 p.m. on M,T,Th and F. ~
4. **Wednesday dismissal is from 1:50 p.m. - until 2:30 p.m.**
5. Please pull all the way up to the end of the sidewalk in front of the school when you are unloading children. The line slows down when all the spaces to the end of the sidewalk are not filled.
6. No one is allowed to pass a bus with flashing red lights. (Yellow flashing lights are warnings and you may pass a bus with yellow flashing lights.) If you are in the live lane and a bus is unloading, you must wait behind the bus.
7. The drop off lane in front of the school in the morning is a live lane of moving traffic. You may not park or leave your car in this lane. School personnel will help your child exit your car safely. Make sure the children are seated on the right side or passenger's side of the car. They may not exit the driver's side of the car as this is the live lane and very dangerous.
8. At drop off time, if you would like to park and say good-bye to your child at the front door, you may park in the side parking lot and use the sidewalk to safely proceed to the doors.
9. If students arrive after 8:45 a.m., they are officially late for school and they must stop in the office to report that they are present and to receive a tardy slip.
10. Watch for pedestrians in crosswalks and on the sides of the road.
11. At dismissal: No child should be exiting the side door into the side parking lot. This is not a pick up area and is very dangerous. It also slows things down because staff exits from this lot and when we add those trying to avoid the pick up lane, it slows things down for everyone. Please cooperate and help your child to see you following the rules just as he/she is expected to do during his/her school day. Nothing sends a stronger message to a child than the actions of the adults around him/her.
12. Pets: **By state law, no animals are allowed on school property without specific permission from the principal.** In such cases, precautions are taken and arrangements made to ensure that there are no allergies to the animals and that the environment is safe. These times would include show and tell or the like, not drop off or dismissal times.
13. Wayland Police will be out in full force looking for those who do not honor the speed limits on the roads around our schools and neighborhoods... You do not want a note from them! Those notes linger long!

Thank you for your cooperation in all of these matters... they really do matter!



Key

1. Park only in designated areas.
2. Remain in vehicle when in fire lane.
3. Use crosswalks at all times.
4. Load and unload students only at the curb.
5. Preserve open bus loading area.
6. Maintain single file line for pick-up and drop-off.
7. Children must be picked up in loading zone area only.

