

Houston Early Learning Center

Arrival and Dismissal Locations for Student/Parent/Guardian for 2021-2022

The following are HELC's procedures for Arrival and Dismissal:

Every classroom teacher has been assigned a location around the building of HELC. This includes the entire front of the building (HELC's entrance, Enrollment Center, Conference Center), and the side of the building facing the Ball Field. (Flex Center)

The location of your teacher and your child's classroom will be identified by using a number (1-10) on an orange flag extending from a green safety turtle. This will be located next to each teacher. For example, if your child's teacher is Mrs. Neuhaus, she will be standing next to a green safety turtle holding an orange flag with the Number 9. Mrs. Neuhaus will be standing near the front entrance of HELC and next to the orange flag with the Number 9.

Teachers and Locations for Arrival and Dismissal

Mrs. Cynthia French	Turtle #1 – Located at the Enrollment Center.
Ms. Alexis Della Flora	Turtle #2 – Located across from the Ball Field.
Mrs. Lydia Bibb	Turtle #3 – Located across from the Ball Field.
Ms. Emily Laugle	Turtle #4 – Located across from the Ball Field.
Mrs. Ashley Williams	Turtle #5 – Located across the parking lot and near the flag pole.
Mrs. Melissa Owoo	Turtle #6 – Located across the parking lot near the Conference Center.
Mrs. Jill Henderlight	Turtle #7 – Located near HELC's entrance.
Mrs. Nancy Holt	Turtle #8 – Located at the Enrollment Center.
Mrs. Donia Neuhaus	Turtle #9 – Located near HELC's entrance and adjacent to HELC's Lending Library.
Mrs. Jessie Collins	Turtle #10 – Located across from the Ball Field.

Reminders:

Park in the parking lot and follow all 5 MPH and safety zones. Everyone parks in the front parking lot. Park as close to the car in front of you so all cars can be accommodated.

Do not leave a child or children in the car without an adult.

Wear a mask. All students must wear a mask at NWLSD from Pre-12.

Follow safety guidelines...walk in the provided crosswalks, practice safe social distancing.



If you arrive late to school, you must stay in your car and call the office for admittance to the school. Do not ring the bell until you have called the school and have been cleared by Mrs. Obermeyer, the school's administrative assistant.

If you have an early dismissal, you must contact the school's office prior to pick-up, at least one hour before pick-up. This will allow the child, teacher, staff, and office to prepare for the early pick-up. You will need to call the school's office before getting out of your car and wait until you are cleared to ring the school's bell.

If you are late picking up your child, You will be charged a late fee of \$5.00 per five minutes for late pick-up after 10:55 am or 3:10 pm. You will receive an invoice at the time of your pickup. You must pay the late fee at the time of pick-up.

DROP OFF and PICK UP TIMES

	Drop Off	Pick Up
AM Sessions:	7:55 am	10:45 am
PM Sessions:	12:10 pm	3:00 pm

Thank you in advance for your patience and understanding of the above procedures and guidelines. If you have any questions, please do not hesitate to contact me.

Sincerely,



Aimee Murray

Principal

Houston Early Learning Center

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