



Houston Early Learning Center Arrival & Dismissal



ARRIVAL PROCEDURES

AM Drop Off	7:55-8:05	PM Drop Off	12:10-12:20
Tardy	8:06 and after	Tardy	12:21 and after



Our parking lot opens for drop off at 7:55 (am session) and 12:10 (pm session)

Prior to that our lot needs to be clear for staff arrival at our building, enrollment center and for meetings at our conference center. Unnecessary congestion to our lot will delay our traffic flow and staff being prepared. Thank you in advance for adhering to these times.

- Enter our lot from Compton Road and travel 5 mph along shared lane with buses and daycare vans.
- Cars will use the 'car only' lane to travel the left side parking spots while bus and daycare will use the 'bus only' lane to travel the right grass side parking spots.
- Traffic will hug the yellow line and stay as close to the vehicle in front of them.
- Wait for a staff member to direct cars into lanes 1 or 2 and buses/daycare vans to curb side lane.
- Once in the lane, pull your vehicle as close to the vehicle in front of you (do not block crosswalk).
- Once staff members signal it is safe to release, car rider adults are responsible for quickly getting students out of car, backpack on child and to walk them to the curb/sidewalk. **This is where parent/caregiver will say their quick goodbyes to one another.**
- Staff members on sidewalk are responsible for directing student to walk the yellow line to the correct door entrance using their identification tag color to support which entrance door is needed.
- Teachers and additional staff member are located right inside the doors to welcome them to school and will use their identification tag number to ensure they get to the correct teacher that is waiting for them.
- Once all vehicles in bus lane and lanes 1 and 2 are unloaded, cones will be removed and lanes will be released to exit the parking lot do not cross over lanes to exit as we will do this in an orderly and staff manner.
- Vehicles waiting to load lanes will be signaled by the staff member and will direct cars into lanes 1 or 2 and buses/daycare vans to curb lane. We will repeat this process until all students have been dropped off.
- If you are late dropping off your child, please park your car in a designed parking spot and buzz the front doors. You will be asked to sign your child and the reason he/she is late. If you had an appointment, be sure to bring in their school excusal form for our front office staff. Thank you!



DISMISSAL PROCEDURES

AM Pick Up	10:45-10:55	PM Pick Up	3:00-3:10
Tardy (\$ Charges Begin)	10:56	Tardy (\$ Charges Begin)	3:11



Our parking lot opens for pick up at 10:35 (am session) and 2:50 (pm session)

Prior to that our lot needs to be clear for flow traffic accessing district enrollment center and our district conference center. Unnecessary congestion to our lot will delay our traffic flow. Thank you in advance for adhering to these times!

- Enter our lot from Compton Road and travel 5 mph along shared lane with buses and daycare vans.
- Cars will use the 'car only' lane to travel the left side parking spots while bus and daycare will use the 'bus only' lane to travel the right grass side parking spots.
- Traffic will hug the yellow line and stay as close to the vehicle in front of them.
- Wait for a staff member to direct cars into lanes 1, 2, 3 and 4 and buses/daycare vans to curbside lane.
- Once in the lane, pull your vehicle as close to the vehicle in front of you (do not block crosswalk).
 - Have your identification tag ready while you are in your vehicle. A staff member will be by to collect your number prior to your student leaving the building. Once you exit the car you will need to take your ID # card with you so we can ensure that it matches the students tag prior to releasing them.
- Order of Traffic Flow:
 - Bus riders will be released first. Once they are loaded buses will leave the lot.
 - Once buses are gone, this signals car rider adults from the first wave in lanes 1, 2, 3, and 4 to exit their cars and wait outside the exit doors that match their identification tag color. Your child will exit here.
 - Do not crowd exit doors. Adults picking up should be on the side walk near the yellow line as this will allow space so staff can visually see students reuniting with adults. Have your identification tag with you.
 - Once reuniting occurs adults and student may walk back to car and wait for the signal release.
 - Once all cars in all lanes are loaded, a staff member will signal the beginning of our car rider lease. Release will occur in an orderly fashion by releasing the lanes in order as they come in. Stay in your lane and do not cross over lanes of traffic.
 - Once all vehicles in lane 1-4 are released, a new wave of cars will enter our lot to park and proceed to exit doors to retrieve their child.
- If you know you will be late picking up your child call our office at 385-8000. Children that are late being picked up will be charged a late fee of \$5.00 per five minutes after 10:55 (am session) and 3:10 (pm session). You will receive an invoice at the time of your pickup. You must pay the late fee at the time of pick-up. Thank you!

