



Rock Hill Elementary School

910 Old Rock Hill Road
Wallingford, CT 06492

Carrie LaTorre, Principal
clatorre@wallingford.k12.ct.us

Phone: (203) 294-6260
Fax: (203) 294-6289

PROCEDURES FOR ARRIVAL AND DISMISSAL TO SCHOOL **SCHOOL HOURS: 8:55-3:20**

EARLIEST ARRIVAL TIME: 8:40 AM (There is no supervision before this time)

TARDY ARRIVAL- Anytime after **8:55 AM**

DOORS LOCKED – ALL outside doors are locked at 8:55 AM for security reasons

DISMISSAL TIME: 3:20 PM

AM PARENT DROP-OFFS (children transported to school by a parent/guardian)

- ENTER and EXIT using the UPPER loop entrance (Old Rock Hill Road)
- Cars **REMAIN IN A SINGLE LINE** along the curb (see map)
- Cars to pull up to DUTY teachers. **DO NOT** drop-off students unless there is a teacher present.
- **NO PASSING** in left lane
- **ONCE IN THE LOOP**, students exit using **RIGHT** side of vehicle closest to the sidewalk
- **PARENTS** remain in car, **DUTY** teachers assist as needed
- **DUTY** teachers will clear you to **EXIT** the loop
- **STUDENTS** enter building and proceed to classroom (line-up outside the room)
- **INSIDE DUTY TEACHERS** monitor and guide students

PM PARENT PICK-UPS (children picked up from school by a parent/guardian)

- ENTER and EXIT using the UPPER loop entrance (Old Rock Hill Road)
- Cars **REMAIN IN A SINGLE LINE** along the curb (see map)
- Cars pull all the way up to stop sign, cars **REMAIN IN A SINGLE LINE** along the curb (see map)
- Have card ready with names of students picking up
- **DUTY** teacher will collect cards in the order of the car line
- **PARENTS** remain in car, **DUTY** teachers assist as needed
- Students will be dismissed in groups of 10 to 15 and will enter using the **RIGHT** side of vehicle closest to the sidewalk
- **NO PASSING** on the left. **DUTY** teachers will clear cars to **EXIT** the loop

NO CARS WILL BE ALLOWED IN THE FACULTY/STAFF PARKING LOT FOR DROP-OFF OR PICK-UP

WALKERS: STUDENTS ARRIVING/DISMISSING UNATTENDED BY AN ADULT

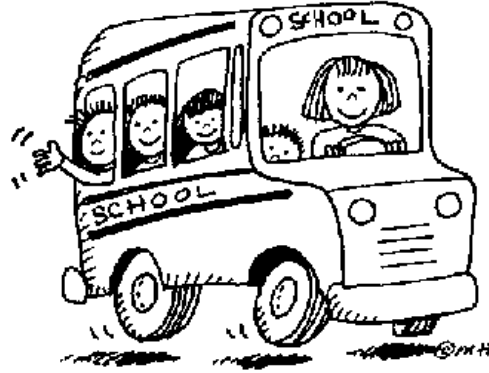
- **ARRIVAL:** STUDENTS WILL REMAIN ON SIDEWALKS AT ALL TIMES
- STUDENTS will enter the main entrance of the building
- STUDENTS proceed to classroom (line-up outside the room)
- **DISMISSAL:** STUDENTS WILL BE ESCORTED TO CROSSWALK BY DUTY TEACHERS

BUS ARRIVAL/DISMISSAL (ONE WAY – BUSES ONLY) Durham Road Driveway

- Students ENTER using the back doors between 8:40 AM and 8:55 AM
- **DUTY** teacher guides students into building
- **STUDENTS** proceed to classroom (line-up outside the room)
- **INSIDE DUTY TEACHERS** assist as needed
- Students will be **DISMISSED** from their classrooms
- **DUTY** teachers will assist as needed

**PLEASE REPORT ANY SAFETY CONCERNS IMMEDIATELY TO A DUTY TEACHER
OR THE BUILDING PRINCIPAL**

-OVER-



Would you like to be a part of our practice bus run on August 30th?

If your child would like to participate in a practice bus run on August 30, 2010 please be at the appointed bus stop at the published time. The bus routes and pickup times will be in The Record Journal on Saturday, August 28, 2010. Routes will also be available on our district web site.

This practice run is an opportunity for your child to become familiar with the bus route before the first day of school. Students will remain on the bus after a brief stop at the school and then return home. The bus will complete the entire route.

Please have your child outside approximately 10 minutes before the scheduled time and all kindergarten parents should meet the bus upon returning.

We appreciate your patience during the first week of school as the buses may run early or late as the times are approximate.