

# 2022-2023 Arrival and Dismissal Procedures for HPP

## The car line will begin on Monday, September 19<sup>th</sup>

*Please note that since we share the corner with Hilton Elementary, it takes a little while for our routines to smooth out, especially at arrival time and when NNPS has half days. The spaces in front of our school are supposed to be “No Parking” spots during our arrival time but people are not always aware of this. Please be patient as everyone gets used to these procedures.*

## Please share these procedures with anyone who will be transporting your child including babysitters, grandparents, parents who don't typically transport, etc.

Since there is very limited parking in the Hilton area, we have developed a procedure to let you drop off and pick up your children, without needing to park. The procedure will seem a bit cumbersome at first, but please remember that our primary concern is the **safety of our children**. Our secondary concern is to keep you from encountering trouble with NNPS or the local police for U-turns, double parking, etc.

**Please note: Your child needs to be in a child safety seat (either car seat or booster depending on size) until at least age 8 according to Virginia State law.**

### Arrival:

- All 3- and 4-year-old classes begin at 9:20 AM. A staff member will open the preschool door on the left side of the breezeway at that time. Students who are waiting outside may enter the building then. Please note that the TTH 2 ½ year old class begins at 9:30 AM and **may not use the car line**.
- If you are driving and dropping off your child, please approach the school from River Road and form a line of cars beginning at 9:20 at the **second sidewalk** coming out from the church property (the one by the gate the children already use). Please be aware that forming the car line much earlier may interfere with the NNPS school buses and the flow of traffic during Hilton Elementary's arrival.
- At 9:20, a staff member will begin opening car doors as each car pulls up to that sidewalk. Please have your child's name tag visible the first few weeks if you're using the car line, so all staff members can identify the child by name and class.
- **Do not let your child out** of the car before the teacher opens the vehicle door. The teachers may not see your child and they may wander the wrong way. There will be a teacher waiting for the children on the breezeway.
- **IMPORTANT:** If you prefer to **park and walk** your child to the gate or door, use parking spaces that are **not in the drop-off line**.

### Dismissal:

- At 12:20, all 3-and 4-year-olds will come to the narthex for dismissal. Parents who are driving are asked to form a line in front of the school again, but this time beginning at the **first sidewalk** coming out from the narthex. There will be a teacher to load the children into the cars – **DO NOT GET OUT OF YOUR CAR**. If you prefer to get out to greet your child, please park and walk up rather than use the car line.
- Please display your **carpool sign** in the **PASSENGER WINDOW** of your car for at least the first **2 months** of school so we know who you are. This is important as many vehicles are similar and it isn't always easy for us to identify the drivers from where we are waiting with the children.
- After the children are in your car, please **pull up as far as possible in the next spaces to fasten their seatbelts**. Please don't get out to fasten buckles until you pull up as it slows the car line process.
- Teachers will be available until 12:30 to load children into vehicles.
- Parents who **walk to pick up** their children are again asked to **not park in front** of the preschool **or the spaces where parents pull up** to buckle students. Please **wait at the sidewalk** (with your carpool sign for the first weeks of school). As we see you, we will dismiss your child to walk to you.

# Car Rules at all Times

- **DO NOT STOP on or between corner crosswalks.** You could get a traffic ticket for this.
- There is a “**NO U-TURN**” sign at the corner of Main St. & River Rd. (also, a ticket-able offense)
- The first 2 parking spots on River Road are also labeled “No Parking, Drop-off Lane.” You may pull over into them **with your flashers on** to let other parents know that you are in line.
- As you approach, please be aware of parents waiting in those spots on River Road & don’t cut them off.
- If these spots are full, the police have made it very clear that **YOU MAY NOT DOUBLE PARK** on River Road, even if you are idling in your car. Please find a parking spot down the street to wait for an opening or circle the block and space should be available on Main Street when you return.
- Please remember that the **crossing guard at Hilton Elementary** is concerned with the safety of all children and is the ultimate authority on the corner – **obey any instructions** given by her/him.
- **Do not get out of your car** if you are parked in the car line. We will get your child out or put your child in when your car is the next one in line. The only exception to this is if your child’s car seat is on the street side of your car. For liability reasons, teachers may not walk with a child into the street to take them out or put them in their car.
- **Hilton Elementary** wants us to remind you that parking in their lot is **by sticker only**.