If you need to change your child’s dismissal route, please send a note or inform the front office before 2:30pm at 615-885-8838.

Hermitage Arrival and Dismissal Procedures

Arrival

7:30am - Parents may drop off students for Maker Space in the Library (if sign is out)
7:45am – Teachers will assist with general arrival

Use Lanes 1, 2, and 3
*Please do not park in drop-off lanes
*If you need to come in, please park in a parking space on either side of building

Pull all the way forward to 3rd speed bump (Mr. Felt)
- STOP Signs will indicate that traffic should pull all the way forward and wait to let students out
- Please wait till all cars have stopped to let students out of the car (long whistle)
- Once all clear, whistle (two short) will indicate ready to move
- GO Signs will indicate traffic can move

8:00am – Parents must sign in students as tardy

Dismissal

2:50pm – Afternoon announcements begin
2:50pm – Walkers and daycare dismissed
2:55pm – Buses dismissed out front entrance
3:00pm – Car riders dismissed out front entrance

Use Lanes 1, 2, and 3
*Hang namecard from rear-view mirror

Pull all the way to 3rd speed bump (Ms. Marr)
- Once all cars are stopped, students will be released to their cars
- Once all cars in zone are safely loaded, cars will be dismissed by lane (Lane 3, 2, then 1)
- Empty cars pull forward to speed bump, and once all are stopped, next set of students will be released to their cars

3:20pm – Any remaining students will be escorted to office to call home

Revised 2.12.16