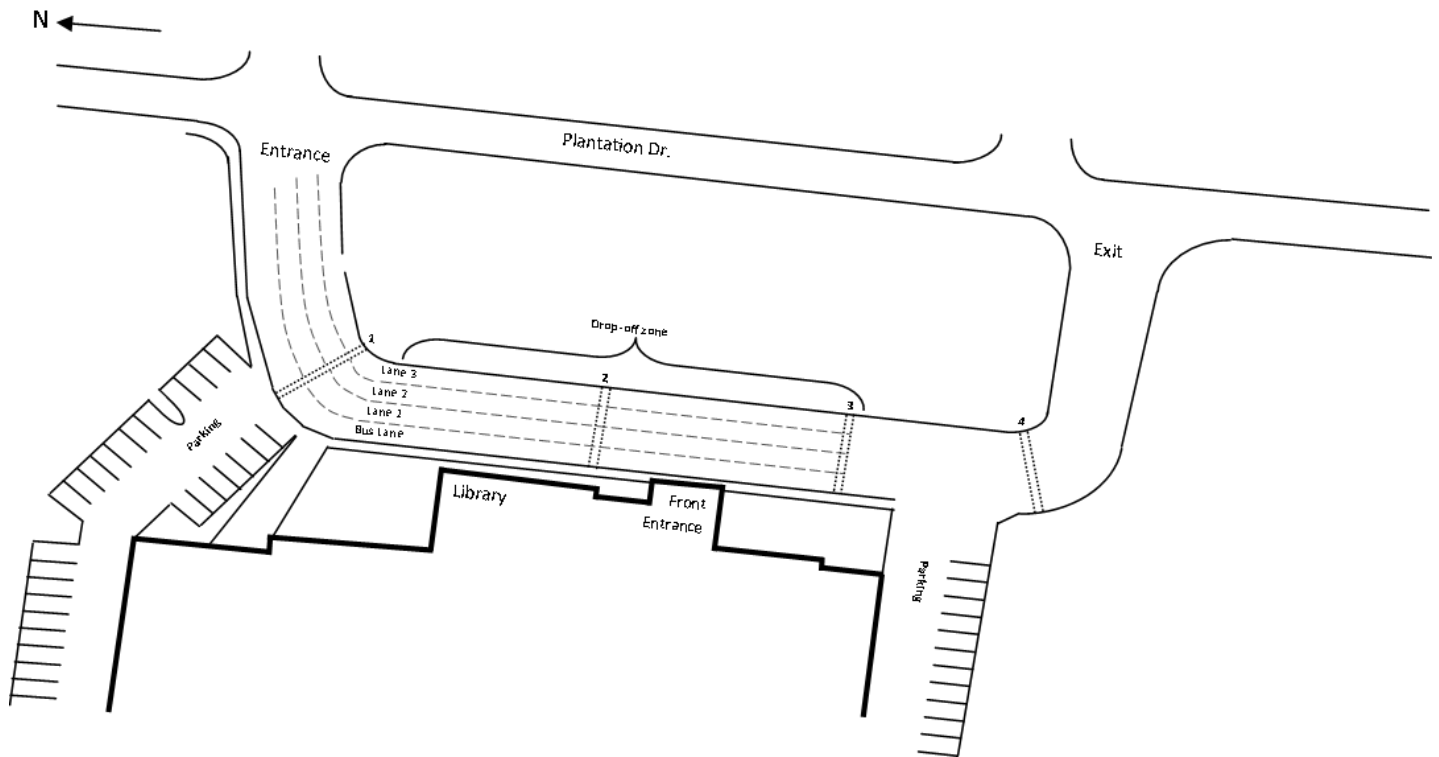


Hermitage Arrival and Dismissal Procedures



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
Morning announcements begin

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

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.