

## Hickman School Wide Procedures for Arrival and Dismissal

### Arrival and Dismissal

Classes begin at 8:00 a.m. School doors open at 7:45. Please **do not drop off your child any earlier than 7:45** due to lack of supervision. Students are allowed to go to classrooms at 7:45. Students should be in the classroom and ready to begin the instructional day when the daily announcements begin at 8:00. Students arriving after 8:00 are tardy and must be signed in by an adult in the office. The principal may request a current proof of address from the parent if a child is frequently tardy.

### Car/truck Transport of Students

Vehicles transporting students to and from school need to drive around the back of the school and drop off or pick up children at the doors on the north side of the building. The driveway is two lanes but both lanes go the same direction. Enter the driveway closest to the school sign and athletic fields. Students in grades 1, 2, and 3 will use entry #14, the doors by the first grade rooms. Students in Pre-K, Kindergarten, and grade 4 will use entry #15, the door by the kindergarten classrooms.

DO NOT park your car and allow your student to run across the bus lane in FRONT of the building. Parents may park and walk their children to the door or sidewalk. Students need to be dropped at designated doors only.

### Breakfast and Lunch Provided to All Students

Hickman Elementary School participates in Breakfast in the Classroom. Students who order breakfast are served breakfast in the classroom through services provided by the Hickman School Cafeteria. Students should be in school by 8:00 a.m. in order to enjoy breakfast. Breakfast in the classroom helps ensure a smooth start to the day and assists teachers in maximizing the first instructional minutes of each day. Breakfast is served on days that students attend a full day of school. On half-days or late start days, students are on a brunch schedule and brunch is served in lieu of breakfast and lunch.

Students **will not be dismissed early past 2:30 p.m.** Students are dismissed from school at 3:00 p.m. Children must be picked up by 3:15 p.m. Unless we have a documented phone call or a written note, your child must go home their normal way.

### Before and After School Care

There are childcare facilities which provide service to and from campus each school day. Please review the list below and contact the day care for further information.

- YMCA Fun Company                      884-7770                      2774
- Child Care USA                              889-                      • Donelson Tae Kwon-Do                      391-

