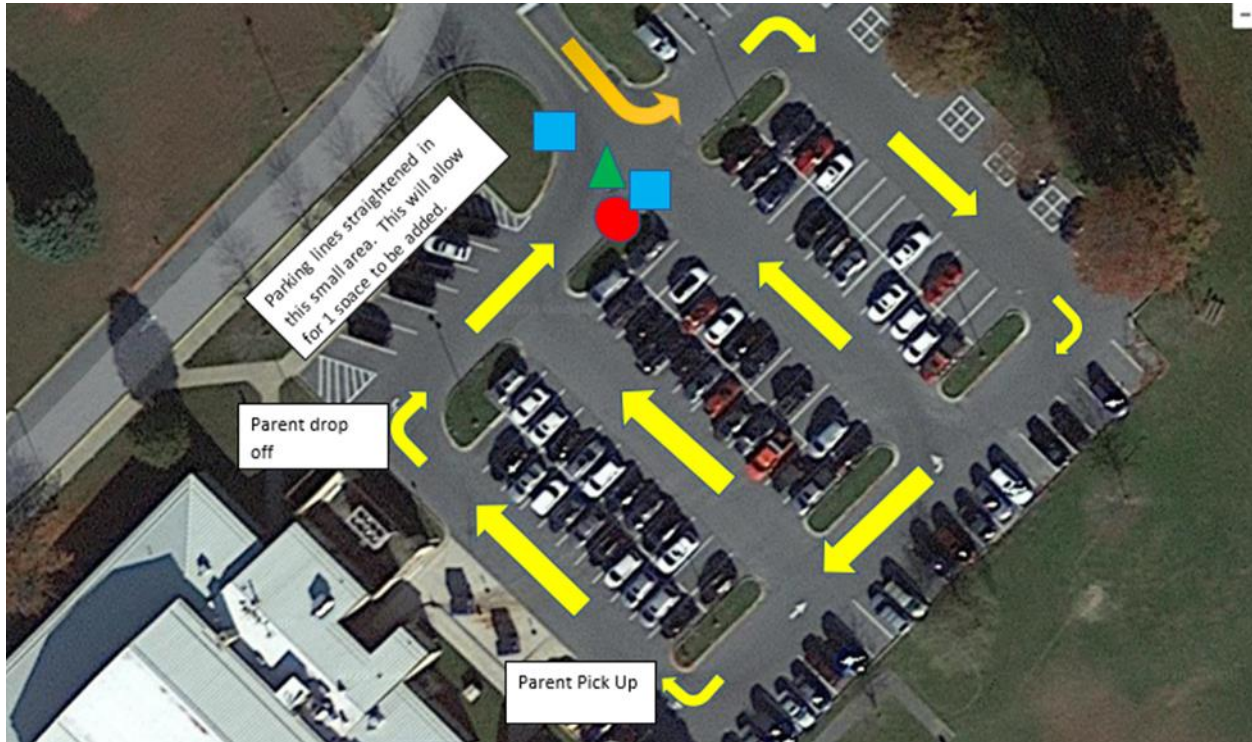


ATTENTION: PARENT DROP OFF AND PICK UP PROCEDURES

TRAFFIC PATTERN IN THE SCHOOL PARKING LOT:



Parent Drop off and Pick Up

Parent Drop-Off and Parent Pick-Up Procedures:

Morning Drop Off:

At Hampstead, we want to be sure that all students are entering the building from our Parent Drop-Off as quickly and safely as possible. Please refer to the following guidelines:

- Please try to have students exit the car from the driver side door.
- All students should be prepared to exit the car upon arrival (book bags, lunch boxes, etc.) should all be within reaching distance upon exit.
- Do not wait for your child to walk up the sidewalk and enter the building before leaving the parent drop off area, there are several staff members outside to assist with student arrival.
- At no time should one vehicle attempt to go around/pass a car in the parent drop-off line, this is to ensure safety of all involved.

- If, for any reason, you need to enter the building, please be sure to pull into a parking spot in the large lot.
- There will be one drop off location for students to be dropped off that will be marked with a sign.
- Please drop your child off with enough time for them to get to their classroom by the 9:15 bell. Any student not in their seat by the 9:15 bell will be considered tardy.

All “in-district” students have the opportunity, and are encouraged, to use the CCPS Transportation, however we understand the parents’ choice to drop students off each morning as well.

Dismissal of Students Regularly on Daily Parent Pick Up:

Student safety is one of our priorities at Hampstead Elementary School (HES) in addition to academic performance. At the beginning of the school year, you will be requested to send in a note indicating your child’s daily dismissal procedures. We cannot gather this information off the Emergency Cards in a timely manner, so notes/emails are imperative for us to know the procedure you would like us to follow for your child’s dismissal. Nor, do we assume the procedure you had the previous school year will continue to be the same procedure this school year.

If you have indicated that your child will be picked up daily, and there is a change in routine, please send a note to the homeroom teacher or via hamattendance@carrollk12.org to indicate the change. Once your child is on daily parent pick up, it is assumed this is their ‘regular routine’ and we would need a note if there was a change to that routine.

If a child’s daily routine is to be transported home by a parent, (Parent Pick Up) parents will receive two large orange tags (one for an additional person who may pick up the student(s) such as grandparent, babysitter, neighbor, etc.). Each student will have a small tag attached to their book bag that will match the parent/guardian’s tag and number. For families who have multiple children, the same identification number will be used and each child will have their own tag. Students will be seated based on their homeroom teacher at tables in the cafeteria. Parent/guardian/adult will remain in their vehicle.

- No students will be released until 3:50 pm. This allows for children to make their way to the cafeteria prior to being released to their parent’s vehicle.
- Parent/guardian/adult will display parent/guardian tag from inside vehicle.
- Student(s) matching the tag will be dismissed from the cafeteria in the order of the line of cars.
- Any student not picked up by 4:10 p.m. will be taken to the front office where a parent/guardian will need to show identification and sign out their child.
- Please be patient.

If a parent/guardian forgets his/her tag, one of the dismissal attendants will check their identification before releasing the student(s). It is the parent’s responsibility to distribute the tags to another adult for pick up.

Dismissal of Students Occasionally on Parent Pick Up:

Parent pick-up procedures will be as follows:

1. A written note must be sent in with your child informing us that he/she will be parent pick-up that day. **For security of each student; telephone calls are not acceptable** except in cases of emergencies. Notes can also be faxed to 410-751-3438 or emails can be sent to hamattendance@carrollk12.org **by 3:00 p.m.** Please include your child's name, homeroom teacher, and who will be picking them up.
2. When parent pick-up dismissal is announced at 3:45 p.m., children will report to the cafeteria. Students will be seated by homeroom in the cafeteria. Release of the students will not begin until 3:50. **Individual student names will not be called on the PA system** – only names received in the office after 11:00 a.m. will be called over the PA.
3. **Only the person specifically listed in writing on the note, or those persons listed on your child's emergency card will be permitted to pick up your child.** If the person picking up your child is unknown to the assistant they will be asked for identification. Please have your driver's license available when picking up a child if you do not have an orange bus card. Again, this is for your child's safety. Students will not be released to anyone without a HES issued Parent Pick Up number or a driver's license.
4. Students are to be picked up by 3:50 p.m. Students who are not picked up by 4:15 p.m. will come to the office and parents will be called.
5. Students who are occasionally on Parent Pick Up will not be issued a bus placard or name tag.
6. It is important that parents keep the child's emergency card updated with contact phone numbers and emails as well as adding or removing names of individuals you may or may not want to have your child released to.

**** ALL NOTES WHETHER HANDWRITTEN OR SENT TO HAMATTENDANCE SHOULD INCLUDE THE STUDENT'S FULL NAME, THE TEACHER'S NAME, THE DATES THE NOTE PERTAINS TO, AND THE PURPOSE FOR THE NOTE. PLEASE SIGN THE NOTE USING YOUR FULL NAME. ****

