

2010-11 Crookshank Head Start Dismissal Procedures for Parents

Time frame – 2:30 – 3:00 p.m.

Location – Parent Loop

2:30 – 2:50 p.m.

- The bus loop gate will be opened for Head Start parents.
- The orange name placard must be placed on the passenger side of the dash.
- Cars must pull as close to the curb area and no further than the designated stop area just before the exit loop.
- Students will only be loaded on the passenger side of the vehicle.

Head Start students who have Crookshank siblings will be picked up through the regular Crookshank parent pick up loop beginning at 2:50 p.m.

2:30 – 2:50 p.m.

1. Head Start teachers will begin bringing students to waiting vehicles.
2. The teacher will hand the parent the sign out clipboard for signature.
3. Please be prepared to show identification to the teacher.
4. The teacher will place the student in the car seat or seat belt.
5. The teacher will take the sign in sheet back and verify the signature.
6. The car may leave, following the proper traffic pattern.

**2:50 p.m. The bus loop gate will be closed for parent entrance.
No cars are allowed in the bus loop area after 2:50 p.m.**

Sibling riders and late arriving parents will have to follow the traffic pattern for Crookshank students by entering through the parent loop area.

Head Start Dismissal Ends at 3:00 p.m.

- Parents arriving after 3:15 p.m. must park and enter the main office.
- Parents who arrive late may have to attend an attendance meeting with the Head Start management team.