

2010-11 Crookshank Head Start Arrival Procedures for Parents

Time frame: 7:45 – 8:00 a.m.

Location – Bus Loop

Persons bringing Head Start students to school must display their child's orange name placard on the passenger side dash board.

**ONLY HEAD START STUDENTS WILL BE ACCEPTED
BETWEEN 7:45 – 8:15 a.m.**

CROOKSHANK STUDENTS WILL NOT BE ACCEPTED UNTIL 8:00 a.m.

1. Vehicles will enter the south gated bus loop entrance of Crookshank on N. Whitney Street.
2. Traffic is one lane.
3. Traffic should stop along the sidewalk area by the school entrance.
4. A Head Start staff member will approach the stopped car and hand the parent the Head Start classroom's sign in clipboard.
5. The Head Start staff member will remove the Head Start student from the vehicle and take the sign in clipboard from parent.

Head Start Arrival ends at 8:15 a.m.

Head Start students arriving after 8:00 a.m. are considered tardy.

Five late arrivals in one month will be considered excessive and a parent will be required to attend an attendance meeting with Head Start management.

Head Start students will not be accepted between 8:15 and 8:30 a.m.

Anyone arriving after 8:30 a.m. must park their vehicles and walk their students to the cafeteria entrance of the Crookshank school.

Late arrivals will have to sign their students in with the Head Start teacher in the cafeteria.