

BHE Arrival and Dismissal Procedures

At Bonnie Holland Elementary, we need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our pick-up and drop-off procedures. Failure to do so creates chaos, frustration and unsafe conditions. Each family should read and follow these procedures.

All families/households will be assigned a Transportation Tag (also referred to as a hangtag) with a specific number and color for car rider dismissal. Color and number assignments will also be used for **Kindergarten and 1st grade walker and bike rider dismissal.** Each family will receive 2 hangtags per household at Meet the Teacher. Families unable to attend Meet the Teacher will receive their tags on the first day of school. Teachers will have number tags to attach to student backpacks. If your child is not normally a car rider, we ask that you keep these Transportation Tag hangtags in your glove box if the need arises to pick your child up via car. For returning families, the color and number will remain the same if no other students from your family enrolled. For families that have a new student enrolling (for example, a pre-k or kindergarten student), your color and number will change to match the color of the youngest student. If additional hangtags are needed, please contact the front office at 281-234-0500.

General Precautions:

- Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- No arrivals or drop offs on campus prior to 8:00am for students. Supervision is not provided prior to 8:00am. Students should not be on campus without an adult prior to that time.
- Please DO NOT STOP on the streets around BHE to either drop-off or pick-up students. This makes it very dangerous for children to enter the school area. Please continue to drive through the front drive for drop off and pick up.
- Use crosswalks to cross streets and loading zone lanes in the front of the school. Students may not be dropped off in the left passing lane in front of the school.
- Follow all directions from school personnel. They can see potential problems you may not.
- Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on, to see and be seen.
- Cell phone use is not permitted in school zones during arrival and dismissal times.
- Please drive slowly and watch for children!

This document is divided into two sections, ARRIVAL and DISMISSAL. Please review each section for our arrival and dismissal procedures.

Thank you for supporting BHE by following the procedures indicated in this document as the safety of your students is our top priority!

**Sincerely,
BHE Administration & Staff**

Arrival

Students go directly to the classrooms at 8:00 AM when they enter the building. The only exception is Pre-K and Kindergarten bus riders who will wait in the gym and be escorted to their rooms once all buses have unloaded. No before school supervision is provided by staff before arrival at 8:00 AM. Please do not allow your child to arrive at school before 8:00 AM.

Bikers:

- Bike riders may arrive at 8:00 am and immediately enter the building to go to class. Bikes should be placed securely in the bike racks and locked.
- There are 2 bike racks for students use. Please use the one that is closest to your arrival location. Do not ride your bike across the sidewalk inside the gates. One bike rack is located near the basketball courts near Starry Night and Trophy Lane and one bike rack is located next to the portable building behind the kindergarten wing near Gaston. Biker riders enter the building either at the back playground entrance by the cafeteria or at the kindergarten drive entrance with the day care riders.
- As requested by the County, the gate on Starry Night Lane near the basketball courts will remain locked. Students will need to enter at the sidewalk next to the staff parking lot along Trophy Lane if they are using this bike rack. Students should not be dropped off from a vehicle at any location other than designated drop off location. All car riders should follow the Car Rider Drop Off procedures as indicated below.

Walkers:

- Walkers may arrive at 8:00 am and immediately enter the building to go to class.
- Walkers may enter the building at the back entrance near the basketball courts or at the front entrance of the building. We ask that walkers not enter the building at the kindergarten drive. This entrance is for daycare and bike rider arrival only.
- As requested by the County, the gate on Starry Night Lane near the basketball courts will be locked. Students will need to enter at the sidewalk next to the staff parking lot if they are using this bike rack. This area is not a car rider drop off.

Car Rider Drop Off (Front Entrance only):

- Car rider drop off begins at 8:00 AM **at the front of the school ONLY.**
- Pull your car as far forward into the loading zone along the curb as traffic allows. The unloading zone begins at the end of the drive before the turn. Please look for school personnel to assist you. Drivers may drop-off students along entire length of the unloading zone.

- Students can unload from the PASSENGER SIDE of vehicle only. We ask that the driver remain in the vehicle and to keep the driver side door closed. Trunk unloading is discouraged as it impedes the flow of our drop off traffic.
- Keep pulling forward and **fill in all gaps** in the drop off line. Do not stop your vehicle where it blocks the cross walk.
- Have all school materials including backpack and lunch ready before student exits the vehicle.
- Once your student has exited your vehicle you may pull into the bypass lane to the driver's left if the drop off lane is delayed. **This left lane in the front drive is for driving only — no loading, unloading or stopping at any time.** Please use caution as you pull out of the drop off line.

Bus Riders:

- Bus riders are picked up at designated spots in the neighborhood and delivered to campus at the staff parking lot drive. Please check the Katy ISD bus query web page <http://busroutes.katyisd.org/wqsimweb/webquery/> for information about bus routes.



Dismissal

We ask that students maintain the same dismissal plan each day when possible. Please make sure your child has a rainy day plan on record with their classroom teacher if their dismissal plan will change with inclement weather. Rainy day dismissal is called at 3:15 pm and communicated via text message from the school. You can sign up for this alert and other communication by texting **@bhe to 81010** or to **(281) 769-1530**. If you would prefer to receive these notices via email, please send a blank email to bhe@mail.remind.com Please remember that all transportation changes must be submitted through signed note, signed fax or in person by 3:15pm.

Car Rider Pick-Up (Front Entrance only):

- Colored and numbered hangtags will be provided for every family at BHE. Each family will receive 2 hangtags. Teachers will have student tags to attach to student backpacks. Students will be dismissed by their color and number as a family.
- Colored hangtags **must** be displayed for your family and any other students that are carpooling with you when you enter the pick-up line. Hangtags should be clearly displayed and visible from the sidewalk or curb. If you do not have a hangtag for car rider pick up, you will be asked to park and enter the building to receive a replacement tag. **You must bring in your ID** to receive a replacement tag. You will then be asked to pull back into the end of the car rider pick-up line.

- Cars must pull into the **back of the car rider line** along Seven Meadows parkway to ensure the BHE staff has entered your hangtag information. If you enter the line anywhere but the back of the line, you run the risk of having your hangtag number missed. If your number is not entered into our spreadsheet for dismissal you will be asked to pull back into the end of the car rider pick-up line.
- Pull your car as far forward into the loading zone as traffic allows. Cones will be placed for reference, but cars do vary in size. Please do not stop at a cone if space allows you to continue to pull forward. Student pick-up is available from front loading zone lane only.
- No cell phone use allowed while waiting for your child.
- All cars will pull into place before students are brought to the sidewalk to be loaded at dismissal. Do not slow down to look for your child – students will be lined up in their correct dismissal spots inside the building. Students will be brought out and 14 cars will be loaded at a time. During inclement weather, we may reduce the number of cars loaded in each group.
- Once your child has entered your car on the passenger side of the vehicle, please exit the front drive. Please encourage your child to enter the vehicle and buckle up quickly so that we may keep the line moving.

Bus Rider Dismissal:

- Students are escorted to the gym by staff and lined up by bus number to be loaded onto their bus.
- Students will not be dismissed to parents from the bus lines. If a parent needs to change transportation, it must be done through the front office prior to 3:15 PM.

Front Walker Dismissal:

- **Kindergarten and 1st grade students will be dismissed out of the 1st grade door (exit closest to the garden.) Kindergarten and 1st grade students will only be released to a parent, guardian or designated adult with the matching colored and numbered hangtag.** Please make sure you bring your hangtag with you to pick up your Kindergarten and/or 1st grade child. Each family will receive 2 hangtags per student. Teachers will have student tags to attach to student backpacks. If you do not have your hang tag, you will be asked to go to the front office to receive a replacement hangtag. **You must bring your ID** to receive a replacement.
- All other front walkers are dismissed out the 2nd grade door (exit closest to the park.)
- Written permission must be provided to the front office for Kinder and 1st grade siblings to be permitted to walk home with an older BHE student. Students'

backpack tags are marked indicating that a note has been provided to the front office.

- Parents may not park on campus to pick up students as walkers. **If parents park on campus to pick up students, you will be asked to enter the car rider line and the student will be dismissed as a car rider.**

Back Walker Dismissal:

- **Kindergarten and 1st grade students will only be released to a parent, guardian or designated adult with the matching colored and numbered hangtag.** Please make sure you bring your hangtag with you to pick up your Kindergarten and/or 1st grade child. Each family will receive 2 hangtags. Teachers will have student tags to attach to student backpacks. If you do not have your hang tag, you will be asked to go to the front office to receive a replacement hangtag. **You must bring your ID** to receive a replacement.
- All walkers exiting through the gates by either of the bike racks will be dismissed with bikers and may be coded as a biker by the classroom teacher. Please help us by reminding your student that back walkers are dismissed with the bike riders.
- Written permission must be provided to the front office for Kinder and 1st grade siblings to be permitted to walk home with an older BHE student. Students' backpack tags are marked indicating that a note has been provided to the front office.
- Parents may not park on campus to pick up students as walkers. **If parents park on campus to pick up students, you will be asked to enter the car rider line and the student will be dismissed as a car rider.**

Bike Rider Dismissal:

- We have two bike racks at BHE, therefore, bike riders are dismissed from two different locations. The bike racks near the basketball courts are for students who are riding to school from the east side of the community or behind the school. The bike racks on the west side of the building near the kinder wing/portable buildings are for students who live closest to Gaston.
- **Kindergarten and 1st grade students will only be released to a parent, guardian or designated adult with the matching colored and numbered hang tag.** Please make sure you bring your hang tag with you to pick up your Kindergarten and/or 1st grade child. Each family will receive 2 hangtags. Teachers will have student tags to attach to student backpacks. If you do not have your hang tag, you will be asked to go to the front office to talk to receive a replacement hangtag. **You must bring your ID** to receive a replacement.
- Bike riders will be escorted to the bike racks by school staff. Students will collect their bikes in an orderly fashion. If you are meeting your child at school on a bike to

ride home with them, we ask that you please wait outside the gate by the appropriate bike rack until staff arrives with students.

- Written permission must be provided to the front office for Kinder and 1st grade siblings to be permitted to ride their bike home with an older BHE student. Students' backpack tags are marked indicating that a note has been provided to the front office.