

HORACE MANN'S

ARRIVAL & DISMISSAL PROCEDURES

Arrival Procedures

- Students may enter building/playground at 7:30 am
- Drop off students before 7:45 am
- Breakfast is served to all students
- Students will enter the building through the gym doors on Monday mornings or during inclement weather.
- Students will be dropped off at the playground for early morning recess (weather pending) Tuesdays - Fridays.
- We have very limited parking which is reserved for our teaching staff. Car Riders need to be dropped off in the front drop off zone or using the back alley beside the playground. Parents need to remain in the car and students get out and come in the gym doors or playground without parental assistance.
- Please do not park your vehicle and block the bus zone - yellow curb

Dismissal Procedures

- School is dismissed at 3:16 pm (Kindergarten 3:10 pm)
- Teachers will walk students outside to their designated dismissal area (K-Gym)
- Car riders will be checked out to parent/designated individual
- Walkers are students who walk home unsupervised
- **Check-out system - Parents wait behind the fence** (3 hand dismissal = parent waves at teacher, teacher waves to parent and teacher/student high-five & go.)
- Please do not park your vehicle and block the bus zone - yellow curb

Dismissal Time and Location

- Kindergarten- 3:10 pm from the gym doors (look for signs)
- Bus Riders- 3:10 pm from the gym doors
- 1st - 4th Grades - at 3:16 pm from front entrances
 - 1st Grade - Breezway exit
 - 2nd Grade - Main (center) exit
 - 3rd & 4th Grade - SE Exit

Bikers and Walkers will use the designated crosswalk by a staff member.

Bus Riders only students who live in the Walnut Hills Subdivision (due to the distance).

Boys and Girls Club students will report to the cafeteria for check-in.