

# Morning Arrival Procedures

At Hampden Elementary, we want to ensure the safety of our students. Please follow this procedures if you would like to **drop-off your child** along our school driveway without getting out of your car in the morning from **8:30 AM** to **8:55 AM**. If you arrive before **8:30 AM**, please park your car and walk your child into the school.

For student drop-offs:

- Cars must remain in line along the curb in school driveway.
- If first in line, pull all the way up to the flag pole and have child exit car on right door side.
- **Adults must stay in car.**
- Students exit on right door side only and begin to walk on the sidewalk into the school.
- Follow the car in front of your car as you drive slowly along the curb.

A security guard will be located at the entrance to our parking lot to monitor bus and car traffic. Please watch for pedestrians.

If adults need to go in the building, please park in the parking lot, turn off car and walk child into the building. Please do not park in designated handicapped spaces, leave younger children alone in a car, or leave your vehicle running unattended. **Thank you!**