

# HES Arrival/ Dismissal Procedures

## **BACK TO SCHOOL:**

We are but one week away from the start of another great school year in Helena. It is time once again to get back into the morning and afternoon school traffic routine. The morning traffic around town will be especially busy. For parents who are driving their kids to school, the car rider routine can seem a little confusing at first. Although the Helena Police Department will have traffic Officers stationed at every school to assist motorists and car riders, we are also posting a visual representation of the car rider flow for your review.

Helena Elementary School's car rider routine seems to cause the most confusion and anxiety, especially for new parents. Here is a breakdown of traffic flow for HES. (See diagram)

1. We are asking that only School staff and School Buses turn onto 3rd St from Hwy 261 (Helena Rd). A traffic officer will be present to assist. Local residents will be allowed to turn onto 3rd St as well, just advise the Officer that you are headed to your residence.
2. For car riders, proceed on Helena Rd. Turn onto 3rd Ave W and then onto 2nd St.
3. Proceed on 2nd St to the Lower parking lot of HES. Car riders will line up in the lower parking lot into two lines. An Officer will be present in the lower parking lot to assist with this process.
4. When 3rd St is clear of traffic, cross over to the car rider lane that wraps around behind HES. Students will drop off in the rear of HES.
5. When exiting the car rider lane, we ask that you only turn left onto 3rd street to avoid bottle necking traffic in front of the school.

As school approaches, we will post another reminder to ensure that everyone is comfortable with the School traffic routine.

Keep in mind that other area schools are starting around the same time period. Be prepared for heavier traffic in the metropolitan area

## **Carpool Overview:**

- We ask that all parents in carpool line refrain from using cell phones while in the carpool line. This is an obvious danger as attention is diverted from the many young children who are loading/unloading their cars. For the safety of our students, we ask the cooperation of all parents and drivers. Thank you for your patience and understanding.
- Students should enter and exit the car using the door closest to the school building.
- Parents, please remain in your cars. If you are having difficulty getting your child in/out of the car, please summon a teacher on duty for assistance.
- Students should be able to buckle/unbuckle themselves without adult assistance.

## Morning Carpool:

- Drop off is in the marked “Drop Off Zone” behind the school building, along the sidewalk near the gym. Please have your child exit the door closest to the school building.
- Car riders should be dropped off at the school between 7:15 a.m. and 7:55 a.m. If you arrive at 7:55 a.m. and there is not someone on duty outside/the gate is closed, please park in the front of the school and escort your child inside and sign them in at the office. Students are not allowed to be dropped off in front of the building prior to 7:55 unless a parent must speak to the office.
- Please drive slowly as you enter and exit the loading area in a single line.
- When unloading, please pull your vehicle up as far as possible so other vehicles may unload at the same time and put your car in park.
- Have your child’s lunch, books, backpacks and other items ready before you enter the unloading area. Say your good-byes early and be ready to unload.
- Do not wait to unload until you are directly in front of the gym. You may unload anywhere in the “Drop Off Zone.” This will keep the carpool line moving quickly and efficiently.

## Afternoon Carpool:

- Car line begins at the white gate behind the school building. Cars will form two lines leading from the street on the left side of the parking area near the school; the two lines continue through the bus parking lot across the street if necessary.
- When the gate is opened, drivers will pull up to the teacher on duty and place the car in park. Please make sure you have placed your Car Rider sign in your front windshield clearly.
- Students will be seated according to grade level and a teacher will be on duty for each grade. Students will load in order and you may exit when your child has loaded. You may be asked to pull up if your child does not load in a timely manner.
- If you do not have a pink car rider sign posted in your front windshield, you will be asked to pull around to the front office. Carpool dismissal is from 3:00-3:15. All car riders should be picked up prior to 3:15 p.m.

