

# Mullendore Drop-Off Procedures and Information 23-24



## Car riders Pre-K – 5th:

Families will need to use Mimosa Park to reach Scruggs Park Drive due to it being a one-way street during drop off times each morning. Students will be dropped off on Scruggs Park Drive at the front gym location. Students eating breakfast will be directed to a café door and students who are not eating breakfast will enter into the gym. Doors will open at 7:45 a.m. Staff will be outside from 7:45–8:10 a.m. to assist children out of cars and into the building. ***Students arriving after 8:10 a.m. will need to enter through the front doors and check in at the front office.***

## ECSE/SEEC

Families dropping off students in the ECSE/SEEC program will use Latham Drive and use staff parking lot on the north side of the building. Staff will be outside from 7:45–8:10 a.m. to assist children out of cars and into the building. ***Students arriving after 8:10 a.m. will need to enter through the front doors and check in at the front office.***

## Bus Riders and Daycare

Students that are bus riders or in daycare will be dropped off at the bus stop on Latham Drive. Staff will be outside upon bus and daycare arrival and assist in monitoring students as they enter the building. Students wanting to eat breakfast will be directed to the café. Students who are not eating breakfast will be directed to the gym.

# Mullendore Dismissal Procedures and Information 23-24



## **Car riders Pre-K – 2**

Students in grades Pre-K\_2 will be picked up at the designated location on Latham Drive. Students in grades 3\_5 with younger siblings will be dismissed at the youngest sibling's dismissal location. Parents are asked to display their dismissal tag so they can be seen by staff. Parents will pull up to the designated cone located along the street. Students will be called and will come to the cone you are parked beside and assisted into the car. We ask that parents please stay in the car as the staff assist your child(ren) into the car.

## **Car riders 3–5:**

Students in grades 3\_5 will be picked up at the designated location on Scruggs Park Drive. Parents are asked to display their dismissal tag so they can be seen by staff. Parents will pull up to the designated cone located along the street. Students will be called and will come to the cone you are parked beside and assisted into the car. We ask that parents please stay in the car as the staff assist your child(ren) into the car.

## **ECSE/SEEC**

Families picking up students in the ECSE/SEEC program will use Latham Drive and use the staff parking lot on the north side of the building. Parents are asked to display their dismissal tag so they can be seen by staff. Students will be brought to the car by a staff member. We ask that parents please stay in the car as the staff assist your child(ren) into the car.

## **Bus and Daycare Riders**

Students that are bus or daycare riders will be escorted by staff to the bus or Daycare bus by the staff and supervised as they load the bus. **Parents of students in Kindergarten and 1st grade MUST have a dismissal tag when picking students up at the bus stop.**

**After meeting with the Richland Hills Police department, to ensure ALL students are safe it was determined students will NOT be allowed to “walk” or be “escorted walkers” since our school is currently NOT located in our neighborhood. Because we have many students riding the bus, we feel this will help with the timeliness of car dismissal lines. We will continue to work with the Richland Hills Police department and monitor our dismissal to ensure all students are safe and dismissal is done in a timely and efficient manner.**

# Información y procedimientos de entrega de Mullendore 23-24



## **Automovilistas Pre-K – 5th:**

Las familias deberán usar Mimosa Park para llegar a Scruggs Park Drive debido a que es una calle de un solo sentido durante el horario de entrega cada mañana. Los estudiantes serán dejados en Scruggs Park Drive en la ubicación del frente del gimnasio. Los estudiantes que deseen desayunar serán dirigidos a la puerta de la cafetería y los estudiantes que no desean desayunar entrarán al gimnasio. Las puertas se abrirán a las 7:45 a. m. El personal estará afuera de 7:45 a 8:10 a. m. para ayudar a los niños a salir de los autos y entrar al edificio. **Los estudiantes que lleguen después de las 8:10 a. m. deberán ingresar por la puerta principal y registrarse en la oficina principal.**

## **ECSE/SEEC**

Las familias que dejen a los estudiantes en el programa ECSE/SEEC usarán Latham Drive y usarán el estacionamiento del personal en el lado norte del edificio. El personal estará afuera de 7:45 a 8:10 a. m. para ayudar a los niños a salir de los autos y entrar al edificio. **Los estudiantes que lleguen después de las 8:10 a. m. deberán ingresar por la puerta principal y registrarse en la oficina principal.**

## **Pasajeros de autobús y guardería**

Los estudiantes que viajan en autobús o en la guardería serán dejados en la parada de autobús en Latham Drive. El personal estará afuera cuando llegue el autobús y la guardería y ayudará a monitorear a los estudiantes cuando ingresen al edificio. Los estudiantes que deseen desayunar serán dirigidos a la cafetería. Los estudiantes que no desean desayunar serán dirigidos al gimnasio.

