
SCHOOL HOURS

8:30 a.m. to 3:10 p.m.

ARRIVAL

First bell, doors open at 8:30 a.m.

Late bell - 8:45 a.m.

Front doors lock at 8:45 a.m.*

**All children who are late must be accompanied by a parent and be signed into school in the front office.*

DISMISSAL

Car riders and walkers dismissed: 3:10 p.m.

Bus riders dismissed - 3:12 p.m.

We have many students who live in the non-transportation area. These students either walk to school or are transported to and from school by car. It is important to follow these procedures. We are committed to make sure arrivals and dismissals are safe, quick, and efficient. We can only do this with the cooperation and patience of everyone. Thank you!



HOWARD COUNTY PUBLIC SCHOOL SYSTEM

Hollifield Station Elementary
School

8701 Stonehouse Drive

Ellicott City, MD 21043

410-313-2550

hses.hcpss.org

Hollifield Station Elementary



Arrival and Dismissal Procedures for Drivers

*A guide to ensure safe and
efficient arrivals and
dismissals*

HSES Carloop Procedures

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ -Designates UNLOADING ZONE -If vehicle is stopped students should exit.



Keep Right at ALL times!! DO NOT pass or go around any cars in the line in front of you. Once you enter the school lot, please proceed as far forward as possible until traffic comes to a complete stop. Students MUST unload from the PASSENGER side of the car ONLY. PLEASE follow directions of staff for safety! ● =Staff

PARENT RESPONSIBILITIES

A M - A R R I V A L

- Children may not leave cars until 8:25 a.m. There is no supervision prior to 8:25.
- **Stay in line and do not pass other cars - never bypass the line.**
- Mind the gap: there should be no spaces between cars dropping off passengers.
- Students **MUST** exit on the passenger side of the vehicle. **Adults must not get out of the car. Staff will assist.**
- Be ALERT for directions from staff.
- **Students arriving after 8:45 must be signed into school by a parent.**

P M - D I S M I S S A L

- Be on time (3:10) to pick up your child/children.
- **Stay in line and do not pass other cars - never bypass the line.**
- Mind the gap: there should be no spaces between cars awaiting passengers.
- Have students enter car on passenger side only.
- **Stay in your car.**
- Pay close attention to staff directing traffic to keep the flow moving.
- The front parking lot is not to be used for picking up students.

STUDENT RESPONSIBILITIES

A M - A R R I V A L

- Walk to the front door as quickly as possible. Do not walk between parked cars.
- Stay on the passenger side of the cars, and walk beyond the yellow line on the pavement.

P M - D I S M I S S A L

- **Pay attention and look for your car.**
- Walk to your car, and stay behind the yellow line until you reach your car.

Please talk to your child about their responsibilities.

General Rules

- Please park in a marked parking space in the side lot when visiting the school building. Do not park on the curb of islands as accidents have occurred as cars back out of parking spots.
- Do not park in handicap parking spaces unless you have a proper parking permit.
- Do not park in fire lanes, including the car loop.
- **Never leave cars unattended in the car loop.**
- The front bus lot is closed for cars from 8:20 - 8:45 a.m. and 2:50 - 3:30 p.m.
- **NO CELL PHONE USE IN THE CAR LOOP!!**

STAFF RESPONSIBILITIES

A M - A R R I V A L

- Staff will help students from cars to make sure the drop off period moves quickly.
- Staff will direct cars to move once students are safely on the sidewalk.
- Staff members will be stationed around the car loop to assist students from cars.

P M - D I S M I S S A L

- Staff members will be stationed around the car loop to assist students into cars.

Please note:

Students in grades K-5 are expected to buckle their own seat belts.

Parents of preschoolers must have their Preschool tag visible in their vehicle. Staff will assist with preschool students.

Never pass other vehicles.

Pay attention to staff members who are assisting to keep all parties safe as we arrive and leave school each day.