

### **C.E.S. Parents Dropping Students Off in the A.M.**

- Student drop-off opens at 8:30 AM. It is VERY important that students arrive to school on time. Students dropped off after 8:50 AM are tardy. If you arrive after 8:50 AM, a staff member will signal you to park in a space so that you may escort your child to the main office and sign him/her in. Your child must accompany you to the office when signing in so we can confirm the location of their class before sending them down to their classroom.
- Please enter the school parking lot on the right side (when facing the building). Proceed around the back of the building until you get to the side door marked: "Stop-Student Drop Off" where a staff member will be waiting to let your child out of the car. (For safety reasons it is very important children are seated behind the driver. We will not take children out of the vehicle if they are not on the driver's side. Parents will be asked to drive to the front, park, and come into the building to drop off their child.)
- When exiting the parking lot, please keep in mind that school buses have the right of way. If buses are waiting to exit the parking lot, you may be signaled by a staff member to stop at the end of the curb.

#### **Please Note:**

- *Please do not drop off students any earlier than 8:30 AM (10:30 AM on a delayed opening day) as there is no adult supervision to keep the children safe.*

### **C.E.S. Parents Picking Up Students in the P.M.**

- Kindergarten pick-up on Monday will begin at 12:50 pm at the double doors outside the library (dismissal notes should be received by 11:30 am). Tuesday through Friday student pick up will be at 3:25 PM (dismissal notes should come to school with students or be dropped off before 2:00 pm).
- Notes must have the student's full name, teacher, date and time of pick-up, the full name of the person picking up the student, and parent signature.
- Parents will enter the parking lot on the right side (facing the building) entrance and proceed around the back of the building following the signs. The gate opens at 3:10 PM.
- You will proceed around the back of the school until you come to the door marked: "Stop-Student Pick-Up"
- You will be asked to sign for your child when you pull up. Please have your identification ready as student safety is essential.

#### **Please Note:**

- Due to the busy nature of dismissal, students will not be released between 3:00-3:25 PM unless written notice of a scheduled appointment or extenuating circumstance is provided to the office.
- If there is a planned change in pick-up for your child, you must send in a note on the day of the change.
- Students will not be dismissed to an alternate party without written authorization from a parent/guardian.
- A note must be sent in each time your child stays for an after school activity.

*Please download "Blue" Note form from the CES website.*

### **H.H.E.S. Parents Dropping Students Off in the AM**

Students not taking the bus and being driven to school may be dropped off at the main entrance beginning at 8:30 AM.

#### **Please Follow These Procedures:**

- Enter the lot via the RIGHT lane
- Pull up as far as possible
- Allow child to exit vehicle on passenger side only
- Adults should not get out of their cars at this location
- Carefully merge into the "through traffic" lane and exit the parking lot

#### **Please Note:**

- If you need to accompany your child into the building or it is after 8:50 AM, please enter the lot via the LEFT lane and park in a visitor space before entering the school with your child. Please remember to use the crosswalk.
- Please do not drop off students before 8:30 AM (10:30AM on a delayed opening day) as there is no adult supervision to keep children safe.

### **H.H.E.S. Parents Picking Up Students in the PM**

Student pick-up begins at approximately 3:25 PM in the upper gym.

#### **Please Follow These Procedures:**

- Park in the school's parking lot
- Please use the crosswalk
- Proceed to the upper gym to sign out your child
- Please bring your identification
- Follow the traffic around the circle and exit the parking lot, obeying all traffic laws. Please do not pull into the bus line/pull in front of exiting buses

#### **Please Note:**

- All dismissal changes must be received in writing prior to 2:00 PM.
- Due to the busy nature of dismissal, students will not be released between 3:00-3:25 PM unless written notice of a scheduled appointment or extenuating circumstance is provided to the office.
- All students being picked up must be signed out each day. Please have identification with you.

### **H.H.E.S. Dismissal Plans**

- If there is a planned change in pick-up for your child, you must send in a "BLUE" NOTE on the day of the change.
- Students will not be dismissed to an alternate party without written authorization from a parent/guardian.

*Please download "Blue" Note form from the HHES website.*

# **K-4 C.E.S. & H.H.E.S. Transportation Brochure 2015-2016**

August 31, 2015

Dear Parents and Guardians,

Center and Huckleberry Hill Elementary  
School hours for the 2015-2016 school year are  
8:40 AM to 3:25 PM.

It is essential that we work together to guarantee safe transportation. We ask each parent/guardian to review the bus rules with his or her child. We also encourage families to take advantage of bus services on a regular basis.

All of us have a stake in bus safety and your child's safety is our number one concern. Thank you for your help.

Warm regards,  
*Dr. Krys Salon, CES*  
*Mrs. Mary Rose Dymond & Ms. Jules Scheithe, HHES*  
*Ms. Debbie Jones, All-Star Transportation*

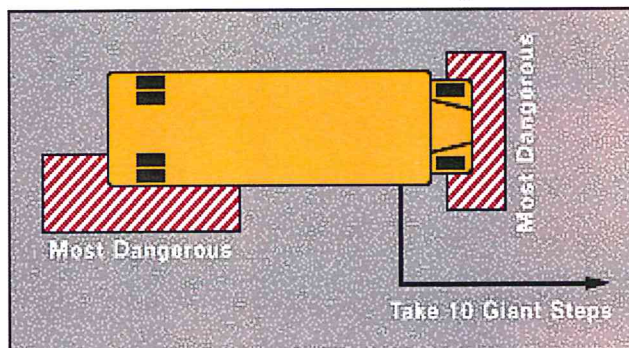




## Bus Safety Rules For Parents and Students

*All - Star Transportation* encourages the removal of drawstrings and toggles from children's clothing or backpacks. These items can become snagged on school bus handrails or doors and can result in serious injury.

### DANGER ZONES How to Cross Safely



**All-Star Transportation**  
Brookfield, CT 06804  
(203) 775-1545

A "School Accommodations Guide for Parents and Guardians" can be obtained by contacting:

Attorney Ronald C. Harris or Janice Dinnall  
CT State Department of Education  
165 Capitol Avenue  
Hartford, CT 06106  
(860) 713-6520

*Per Brookfield BOE Policy 5131.1 (a) the following are the rules and regulations for students utilizing school-provided transportation:*

1. All students shall remain seated while the bus is in motion.
2. All directions given by the bus driver shall be followed.
3. All students shall enter the bus in an orderly fashion, proceed immediately to a seat, and remain seated until their destination is reached.
4. The bus driver has the authority to assign seats.
5. Inappropriate physical contact is not permitted.
6. Loud voices and/or profane language is not permitted.
7. Food and/or beverage consumption is not permitted.
8. Students shall respect personal and bus property. All personal belongings are to remain in students' backpacks.
9. Windows may only be opened with the permission of the bus driver and no parts of the body shall be extended outside the bus.
10. The emergency door and equipment shall only be used in emergency situations.
11. Students must ride their assigned bus unless they receive permission for a change granted by the principal or designee.\*

### Safety Information for C.E.S. Students:

- \* In the best interest of your child's safety, bus changes at C.E.S. will not be honored unless they are permanent.
- \* If a person you have listed on your Bus Information Sheet is not at the bus stop, your child will be returned to Center School, and we will call you to come and pick up your child.

### C.E.S. School Hours for 2015-2016

#### Regular Hours~Kindergarten

Monday 8:40 AM - 12:50 PM  
Tuesday-Friday 8:40 AM - 3:25 PM

Regular Hours~1st Grade 8:40 AM - 3:25 PM

Early Dismissal 8:40 AM - 11:35 AM

*(This schedule will be used for anticipated inclement weather & March conference dates-3/22 & 3/24)*

PLC Early Dismissal 8:40 AM - 12:15 PM

*(This schedule will be followed on Professional Learning Community (PLC) Days-9/4, 11/25, 12/23, 4/15, 5/27)*

Early Dismissal 8:40 AM - 1:10 PM

*(This schedule will be followed for December conference dates-12/1—12/4 and the last day of school.)*

2-hour delay 10:40 AM - 3:25 PM

*(This schedule will be followed on an as-needed basis, typically due to inclement weather.)*

#### Pre-School Hours

~ A.M. Pre-school 8:45 AM - 11:15 PM  
~ P.M. Pre-school 12:45 PM - 3:15 PM

### H.H.E.S. School Hours for 2015-2016

Regular Hours 8:40 AM - 3:25 PM

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*(This schedule will be used for anticipated inclement weather & March conference dates-3/22 & 3/24)*

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