

HWS Pick-Up Procedure

Thank you for taking the time to familiarize yourself with the HWS Pick-Up Procedure. We are striving to make it safe and efficient for all children, families, and faculty.

Parking

The following 8 parking spots will be designated and reserved for faculty only. This will ensure that no vehicles in these spots need to move during pick-up in a high-foot traffic area. All remaining available parking spots are reserved for:

- Parents/Guardians of Early Childhood Programs (Preschool and Kindergarten)
- Parents/Guardians who have very young children (infants and toddlers) with them while picking up other students
- Parents/Guardians with any mobility issues



Early Childhood Pick-Up

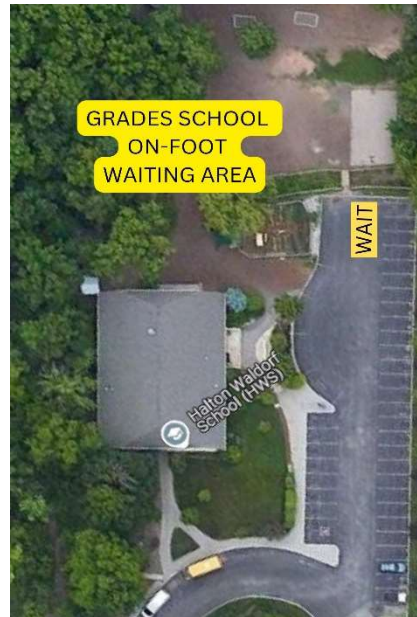
All Parents/Guardians of the Early Childhood Programs must walk to their child's respective pick-up yard. Please ensure you are following the designated path only.



On Foot Pick-Up for Grades

All Parents/Guardians picking up children on foot will wait in the designated Grades Pick-Up area by the basketball court. Please ensure that:

- The duty teacher is aware that your child is being picked up
- You are not standing/blocking/waiting on the pebble path or bridge
 - This area needs to remain clear for the flow and **safety of children** walking to Kiss & Ride pick-up
- Promptly leave the designated Grades Pick-Up area with your child(ren)



Kiss & Ride

All Parents/Guardians who are using the Kiss & Ride loop must always remain in their vehicle. Please ensure that:

- You advise a duty teacher of who you are picking up
- You remain in your vehicle at all times
- You do not park or block any part of the loop

Supervision of Children

Once your child(ren) have been picked up they must remain in your obvious physical supervision. This implies that your child(ren) are in your direct line of sight and that you can easily reach your child(ren) should anything arise.

HWS is liable for any injuries sustained on school property. We would like to avoid any such scenarios and would appreciate your cooperation in actively supervising your child(ren).

Please also note that the school **playground is off-limits until 3:45pm**. Children may continue to play on the hill as soon as they are picked up.