

## **IMPORTANT REMINDERS FROM THE HOLLAND HILL OFFICE**

- Please do not drop off your child at school before 8:00 AM. There are no adults available to supervise your child.
- Safety Patrol students should arrive at 7:55 AM through the front door. Please do not drop student off in the parking lot.
- Please arrive at school between 8:00 AM – 8:10 AM. Drop off your child at the flagpole or the front door. If your child arrives at 8:10 AM or later, please bring him/her to the Main Office for a tardy slip (you do not have to wait with your child for the slip).
- **If your child will be late or absent, you must call the absentee line at 203-255-8412** (please do not call the office) and leave a message (between 3:00 PM the previous day and 9:00 AM on the day of the absence), even if you have emailed the teacher (a teacher may be absent or unable to access the email).
- School Dismissal is at 2:45 PM. Please be here promptly to pick up your child. Meet your child at the flagpole or at the outside classroom door (send a note in the morning with your child). No one should be coming into the front door for pick up unless it is an emergency.
- Please ***do not call the office after 1:30 PM for pick up changes*** unless you have an emergency. All pick up instructions, with a written note for the teacher, should be sent in with your child in the morning. Calling the office for these changes causes many disruptions to classroom learning and concentration. On some days classrooms are interrupted more than 5 times with pick up changes. All these non-emergency calls tie up office phones for real emergencies. (Non-emergencies are play dates, pick up location change, child going to Brownies, Cub Scouts, etc.)
- Reminder – no dogs are allowed on school property.

### **DROP OFF AT THE FLAGPOLE**

- **No student is allowed to be dropped off in the parking lot**, please use the drop off loop at the flagpole. Do not idle your car in the parking lot while waiting for 8:00 AM drop off.
- Do not drop off your children on Meadowcroft Road or Jeniford Road without parent supervision.
- Do not drive up the driveway on your right, near the 1<sup>st</sup> grade classrooms. This is parking for teachers only.
- Drop off is near the flagpole, beyond the parking lot. Adults and safety patrols are there to supervise your children.
- Drop off is drop off! Parents should stay in their car. Your child should be ready to exit the car. Your child's coat and backpack should already be on. Please have your child exit your car as quickly and safely as possible on the sidewalk side of the car.

- Any student not in the building at 8:10 AM is considered late and must go to the front office for a tardy slip (you do not have to wait with your child for the slip).

#### **PICK UP AT THE FLAGPOLE**

- It is illegal to park on the left hand side of the street after you exit the parking lot. This is a no parking zone. Buses will not be able to go through if cars are parked on the left and your car may be towed.
- If you need to wait for a child, park all the way up the hill so your car is out of the flow of the flagpole traffic and does not interfere with pick up.
- Use the crosswalk to walk from the school to the parking lot. DO NOT walk across the street at the flagpole. There are cars leaving from the flagpole line and the parking lot and it is very dangerous.

#### **Weather Related Information**

- Delayed Opening time for Holland Hill is 10:10 AM (2 hours). The announcement is made usually before 6:00 AM.
- Early Dismissal time for Holland Hill is 12:55 PM. The announcement is made usually before 11:00 AM.
- **Please do not call the office for early dismissal information.** Early dismissal and delayed opening information can be found on [www.fairfieldschools.org](http://www.fairfieldschools.org) website, local TV and Radio stations. You may also call 203-255-TALK (8255) for a recorded message.
- Please log into [www.fairfieldschools.org](http://www.fairfieldschools.org) and go to Infinite Campus to sign up for emergency email and text messages.

#### **Forgotten Items**

- If you bring in an item that your child forgot, please place the item on the table outside the front door (label your child's name and classroom on the item) then ring the doorbell and let us know that the item was left on the table.

#### **Birthday Lunch**

- You may come in to have lunch with your child on his/her birthday if you inform the teacher and the office the day before the birthday. A designated lunch table will be set up for you and your child. No other children are allowed to have lunch with you.

### **Access to the Building During the School Day**

- School visitors must have an appointment with a staff member or have a legitimate reason for entering the school. Appointments will be confirmed. School personnel must approve all other activities for which someone is entering the school.

### **Activities Afterschool**

- A staff member will allow access to the building at the front door until 4:00 PM (3:30 PM on Friday). After -school event organizers will be responsible for staffing the door after 4:00 PM. Doors should not be propped open or be unlocked at any time.

Thank you for all your help and follow through.

*H/Importantremindersfromthehoffice-revised*