



August, 2015

Dear Parents and Guardians,

In regard to our car rider procedures, please read the following:

First, students who are not bus riders **should not be arriving** at school before 7:45 each morning. Our teacher assistants begin duty at this time in order to supervise your child, and it is **UNACCEPTABLE** for them to be at school without supervision. Please cooperate with us in our morning procedures.

Secondly, if your child is a car rider after school, you are aware of the congestion in our car rider lines. Please remember to use your turn signals to let others know your intentions, encourage your child to report to the car rider lines promptly when the bell rings, and model integrity for your child as you **turn right** out of our car rider loop, as per the city's direction sign.

We need to keep the line moving, so if there is space between you and the car in front of you, please keep moving forward. When you are safely able, always move to the shortest line for pickup. We will be assisting students to their vehicles utilizing both pickup lanes.

If your child is not waiting for you or is not coming to your vehicle promptly, please move on around the circle drive and park in the visitor parking. When he/she exits the building, we will escort your child across to you, as quickly as possible. We cannot allow one student to hold up the rest of the car rider pickups.

Students have been told to follow the instructions from the teacher assistants, so please don't tell your child to do something different. A little patience and cooperation will help everyone get their student(s) quickly and safely.

It is important that we all model the behaviors we want our children to learn. When you follow our Heritage procedures, your child will know that it is important for them to follow our procedures as well.

As always, your cooperation and support are greatly appreciated.

Sincerely,

Delores Bailey
HIGC Principal