

HPS Important Information

Hayden Primary School
160 Bracken Lane, Hayden, AL 35079
205-647-2103 www.haydenhps.com
Bus Shop: 205-850-3001

Student Pick-Up and Drop-Off

Traffic at Hayden Schools is quite intense, but please be patient! Your child's safety is our first priority! The traffic does improve as the year progresses.

Parent Drop-Off	7:40-7:55 a.m.
Buses Unload	7:40 a.m. (possibly earlier to avoid long wait times on buses)
Classes Begin	7:55 a.m.
Parent Pick-Up	2:45-3:10 p.m.
Buses Leave HPS	3:15 p.m.

Student Drop-Off Procedure:

The front drive is for teachers and busses only. All parents **must** enter our campus from Bent Tree Drive (the road near the west end of our playground and Vera Vaughn Park that runs through the ballpark). HPS parents may not enter our traffic lines directly from Highway 160.

After entering Bent Tree Drive, proceed through the ballpark in the RIGHT lane. Turn RIGHT onto the road that runs behind our school.

If you are the first to arrive, please form TWO lanes as you reach the back of our school, and proceed all the way around to the west end of our building. Three lanes will be formed at the west end of the building. Place your car in PARK before allowing your child to exit your vehicle.

All students will exit their cars when the traffic monitors hold up the stop signs. Students should never leave their vehicles if the monitors are not there. **Please remember to remain in your vehicle until all cars in all traffic lanes have made a complete stop.** It is imperative that you check your surroundings (in front and behind) to ensure that all cars are completely stopped and all traffic lanes have been filled with cars before assisting your child in exiting the vehicle.

Students will proceed to a marked walking area or a sidewalk next to the building. Once inside the building, students will be directed to their classrooms by monitors.

When all vehicles have been unloaded and all students are safely in the walk areas, the traffic monitor will signal cars to move. Please remember that the speed limit on a school campus is 5 mph. Please also remember that cell phone use of any kind during traffic is prohibited.

Additional Drop-Off Notes:

Students may not be dropped off at school before 7:40 a.m.

Please do not park in the front or back of the building before 8:00 a.m. This will prevent the blocking of busses and faculty/staff parking.

Please avoid parking in the bus parking lot (near the football field) during the times listed above unless you need to enter the building. If you need to enter the building, please park your vehicle on the side of the parking lot closest to the field entrance gate.

Please remain in your vehicle if you are in a traffic line.

Please refrain from cell phone use of any kind during Student Drop-Off.

Parents of KINDERGARTENERS and parents of students NEW to HPS may walk their children to classrooms on Thursday, August 13th (1st day of school) using the schedule posted to the website (www.haydenhps.com). Please do not arrive before 8:00 a.m. This will ensure that our drop-off line can be completed and our buses can be cleared of our campus before you arrive and begin parking. Parking will be available behind the school (after drop-off is complete) and in front of the school (if available).

An older sibling may walk a younger sibling to class during regular drop-off time.

If you arrive at HPS after drop-off time with monitors has ended, you must enter the school with your child through the front door and sign him/her in to school that day.

Student Pick-Up Procedure:

Afternoon Parent Pick-Up begins at 2:45 p.m.

All parents **must** enter our campus from Bent Tree Drive (the road near the west end of our playground and Vera Vaughn Park that runs through the ballpark). HPS parents may not enter our traffic lines directly from Highway 160.

Please do not park along the access road in front of the football stadium parking lot or in the parking lot in order to pick up your child. All parents must pick up their children by entering the car line from Bent Tree Drive.

After entering Bent Tree Drive, proceed through the ballpark in the RIGHT lane. Turn RIGHT onto the road that runs behind our school.

If you are the first to arrive, please wait in the designated area behind our school before proceeding to the west side of the building. After the last P.E. class of the day has entered the building, a staff member will remove the barricades to allow you to begin the pick-up line at the west side of the building. As you move your vehicle to the west end of our building, please form THREE lanes for student pick-up.

In order to pick up your child, your vehicle must be located between the front awning (located where the sidewalk begins) and the back awning (located where the sidewalk ends). If your car is stopped behind the back awning, please do not exit your vehicle to pick up your child—wait until you are located between awnings. This procedure is different from Student Drop-Off in the mornings. We believe this creates a more efficient Student Pick-up procedure.

All classes will line up in designated spots on the sidewalk at the west end of the building. Kindergarten and 1st grade classes will be located on the sidewalk at the west end of the building and 2nd grade classes will be located on the sidewalk near the back of the building.

Until parents learn where each class is located, teachers will hold up signs to indicate their class's location. Parents are encouraged to create signs with the child's name and teacher to show the monitors and teachers so that he/she can direct the child to the vehicle more efficiently (a paper plate works well!).

When the bell rings and classes are in place, please walk to your child's area and tell the teacher who you are. Take your child's hand and walk immediately back to your vehicle. Please refrain from engaging in conversations with other teachers and/or friends.

When all children and parents are loaded into their vehicles, the signal will be given by the traffic monitor to move your vehicle and proceed with the traffic line.

If you arrive at school after 3:10 p.m., please park your car and come into the office to sign out your child.

When the Head Start and First Class Pre-K programs begin, those parents will have a different procedure for dropping off and picking up their children. Please be aware that in the afternoons only, Head Start parents will be permitted to enter our campus from Highway 160 at 2:00 p.m. HPS parents who are already waiting in the traffic lines that originate from Bent Tree Drive will continue to refrain from entering our campus until HPS school dismissal. Head Start parents and children will have exited our campus before HPS Student Pick-up begins.

During the first weeks of school, this process will take longer than usual. Please be patient with us and remember that your child's safety is our priority.

Please refrain from cell phone use of any kind during Student Pick-Up.

Breakfast, Lunch, and Snacks

We request that every parent complete a *Free or Reduced Lunch Request Form* as soon as possible unless you are certain your income is above the limit for qualification.

The software system for accounting in the lunchroom uses your child's picture rather than a number to identify them.

Please ensure that there is an adequate amount of money in your child's lunch account for at least one week at a time. Please do not instruct your child to eat from the cafeteria line without money in his/her account. You may call the lunchroom staff to inquire about the balance of your child's account at 205.647.2126 before 10:00 a.m. or after 1:00 p.m. You will also receive information about how to maintain your child's lunch account online.

The lunchroom account is separate from the school account. Please do not combine these monies when sending multiple fees to school with your child. Please enclose lunch money in an envelope marked with the child's name and the child's teacher's name. You might also include the child's teacher's name on the memo line of a check.

If a lack of funds becomes an issue for your family, please send a lunch from home or contact administration any time you may need assistance. We are more than willing to help. The following list (also found on website) should help you make deposits accordingly:

Paid Breakfast	\$1.25/day	\$6.25/week
Reduced Breakfast	\$0.30/day	\$1.50/week
Paid Lunch	\$2.35/day	\$11.75/week
Reduced Lunch	\$0.40/day	\$2.00/week
Visitor Lunch	\$3.75/day	
Extra Milk	\$0.35	

Students who are eating breakfast should report directly to their classrooms to eat (different from previous years when students ate breakfast in the lunchroom). Please review this with kindergartners particularly, and make sure that he/she knows if they are supposed to eat breakfast at school. We will also ask and guide them if needed. Please make every effort to arrive at school in plenty of time for your child to eat breakfast.

Vending machines are available for the purchase of morning or afternoon snacks. Students need to use dollars and/or quarters when purchasing snacks from the vending machines, and it is best if exact change is sent with the student. Vending machine prices range from 85 cents to \$1.00.

You can find the menu online by following these instructions:

Go to *blountboe.net* and click on the Breakfast and Lunch Menu tabs on the right side of the screen. If you do not have access to the Internet you can request a printed copy from your child's teacher.

Travel Plans

Please make all after-school arrangements before the student arrives at school, and send any changes to the child's teacher in a note in the red Communicator Folder. We prefer to not interrupt class to relay a message unless it is an extreme emergency.

Any travel plan changes must be made in writing, signed, and dated. No verbal messages from students will be accepted. In addition, travel plans may not be communicated by phone.

Students arriving after 7:55 a.m. are considered tardy and must be accompanied to the office by an adult to sign them in to school.

Personal Items

Please consider providing a change of clothes (shirt, pants, and underwear) in your child's backpack in cases of accidents and spills.

Please make sure that your child's name is written on all of his/her personal school items. This includes coats, rain jackets, backpacks, nap mats, change purses, lunch boxes, and any extracurricular activity items. We hope this will help your child in keeping up with his/her belongings, and it will help us in returning lost items to their owners.

Send a note to your child's teacher if he/she misplaces a personal item at school so that we can attempt to locate it for you.

We will accept donations of clean children's underwear and elastic-waist pants to store in the nurse's supplies for emergencies.

Attendance

Excuses for absences are not accepted by facsimile from a physician's office. Parents and/or guardians will be solely responsible for obtaining notes from physicians for absences and sending those to school within the required time frame. Please consult the Blount County Student Handbook for the complete attendance policy.