



DISMISSAL PROCEDURES

- Dismissal procedures will begin at 3:00 p.m. We will dismiss in the following order:
 1. Bus riders, Front Door Walkers, and Back Door Walkers
 2. Car Riders and Van Riders

If everyone works together to follow the school's procedures, our hope is that we can safely get approximately 800 students out the door by 3:15 PM. Scholars must be picked up on time due to supervision not being available after 3:15 PM.

- Check-outs are not allowed after 2:30 PM due to our preparation for dismissal. Therefore after 2:30 p.m., no early check-outs will be allowed.
- Parents will not be allowed to linger in the front foyer. If you are walking up to retrieve your child(ren) for dismissal, we ask that you wait outside of the gate. This is to ensure safety for our Huffman Academy family.
- Please make sure your child and your child's teacher know their dismissal mode of transportation (Front door walker, back door walker, bus rider, car rider, van rider, or parent pickup). If this method must change, it **MUST** be given to your child(ren)'s teacher in writing, **NO EXCEPTIONS**. We will not accept these requests by telephone.
- Parents must inform the teacher in writing if a child's method of dismissal changes for any reason.
- It is critical that the school has current phone contact information for you in case of an emergency.

Front Gate (Cheyenne Blvd): Car Pick Up ONLY Entry/Exit

K-5th Car Line

- Turn Right to Circle Around Back
- Have your scholar's car number visible.
- Once you arrive at the loading area, pull down as far as possible and please remain in your vehicle and a Huffman Academy staff member will assist our scholars to their cars.

Pre-K/Special Needs Car Line

- Stay Straight to Circle Around Front

NO PARKING FOR PICKUP inside the gate. You must go through the car line or park outside the gate and walk around the building to the backdoor walker exit to request your student.

Back Gate (Hatfield Ln): Bus and Daycare Van ONLY Entry/Exit

- Buses line up along curb
- Vans line up in parking area
- Scholars will be escorted to their bus or van beginning at 3:00 p.m.

NO PARKING FOR PICKUP inside the gate. You must go through the car line or park outside the gate and walk to the backdoor walker exit to request your scholar.

Car Riders:

Please have your Car # tag hanging from the rear view mirror as you enter and leave it up until your child has loaded. Pull forward and remain in your cars. We load 20 cars at a time in the order you entered the gate. Please follow the directives of the dismissal crew so your child will be waiting when you pull up. If your child is not there, pull forward over to the curb and give a crew member with a walkie-talkie your child's name and grade or teacher. Helping your child learn to respond to his/her number will greatly speed the process. If you need a Car # tag, please send a note to your child's teacher or notify the crew member taking numbers at the front gate. Parents are asked to remain in their cars at all times.

Front & Back Door Walkers:

This option is intended only for those students who walk to their homes. Parents who walk up to meet students are asked to wait outside the gate. For safety, we strongly recommend that you use the car line rather than have your child walk out the gate to a waiting car. Parking along the street outside the gates inhibits the flow of traffic and moving cars puts our walkers in danger. We cannot be responsible for students once they walk off school property.



HUFFMAN ACADEMY

1212 Cheyenne Blvd. Birmingham AL, 35215

Telisha Gilbert, Principal
Danyell Butler, Assistant Principal
Jennifer Steele-Brown, Assistant Principal

www.bhamcityschools.org/Domain/45

205.231.5300



Van Riders:

It is the parent's responsibility to inform the daycare if your child will not be riding the van due to an absence, early check-out, or any other reason. Please be sure your child's teacher has the name & phone number of the daycare.

Bus Riders:

First time bus riders must meet the bus in the morning so the driver will know to expect your child on the bus that afternoon. Be sure your child knows where to get off the bus in the afternoon. After meeting the driver, scholars may ride the bus home without riding in the morning. Bus Routes are available at bhamcityschools.org under *departments*, then *transportation*.

Morning Intake Procedures

- Our Wildcat staff does not report until **7:40 a.m.** daily; therefore, for the safety of our Wildcat scholars we ask that scholars are not dropped off prior to this time. Please note, if a child is dropped off prior to 7:40 a.m., no supervision will be available, and the child will not be allowed to enter the building.
- Beginning at 7:40 a.m. - 8:00 a.m., scholars in grades kindergarten through five must enter the building using the back entrance. *Breakfast will be served during this time. Breakfast will end at 8:00 a.m. daily, and the Wildcat Café (lunchroom) will be closed. Scholars who do not report to their classroom at 8:00 WILL BE marked tardy.*
- **From 7:40-8:00** scholars in grades kindergarten through fifth must use the back entrance. Scholars must report directly to their classrooms if not eating breakfast. If eating breakfast, breakfast is grab-n-go to be eaten in their assigned classrooms.
- **Pre-K sign-in will begin at 7:50 and end at 8:00** in the Wildcat Café. Parents are asked to escort their scholar into the Wildcat Café and sign in their scholars to their teacher. (This section will be revised as needed.)
- **Pre-K Parents:** Do not park and leave your car before 7:50 a.m., doing so, interrupts the morning flow of traffic. If you have a child in grades K-5, you must drop off those students in the back between 7:40 a.m. through 8:00 a.m. and return at 7:50 to sign your Pre-K child in.
- **Scholars who arrive at or after 8:15 a.m., those scholars must be signed in by a parent or guardian, wearing masks, in the main office. We ask that you do not block the driveway when doing so.**
- **Scholars may not be signed in after 11:30 a.m.**
- **Scholars found out of their area will be subject to disciplinary action.**

For Safety and Efficiency Purposes, we ask that you adhere to the following:

- Do NOT park or stall in the drop-off line to walk in with your scholar. There is a special handicapped parking area designated in front and back for those who need assistance getting out of the car.
- Please pull forward as far as you can for drop off so more cars can unload at the same time. Our goal is to get scholars out of their cars as quickly as possible.
- Drive slowly and watch for students.

Parent(s)/guardian(s) are NOT allowed to walk their scholars to class.