

Hilton Transportation Procedures 2018-19

Dear Hilton Parents & Guardians:

The safety and security of all Hilton students is a top priority for us. In an ongoing effort to improve, we are committed to continual vigilance regarding all matters of safety and security at Hilton Elementary School. In an effort to have clear and concise information regarding your child's transportation home for the 2018-2019 school year, we have created a "Transportation Change" and "Early Pick-up" form.

End of the day procedure reminders:

- All vehicles must continue to park on the playground at the end of the day.
- Teachers will bring students to the playground doors to be picked up by parents at the end of the day (approximately 3:40-3:45).
- If your child will deviate from his/her normal dismissal routine, use attached form needs to be filled out and returned to your child's teacher.
- In case of an emergency or last minute change, parents **MUST** call the office **NO LATER THAN 3:00** to alert Hilton staff that their student(s) will be picked up (on the same day).
- 1st and 3rd grade car riders will be released from Hallway D (the 3rd grade hallway; directionally that is the northside hallway).
- Kindergarten and 2nd grade car riders will be released from Hallway C (the 2nd grade hallway; directionally that is the southside hallway).
- Please note, bus riders will be released from the gymnasium which means that the bus riders will possibly leave before the car riders, especially those buses that are here by 3:40.

Please fill out the attached YEARLY transportation form and return to your teacher by the first day of school.

If you have any questions, please contact the Hilton office, 440-740-4600.