



HILLSIDE PUBLIC SCHOOLS
New Visions, New Pathways, New Possibilities

A. Robert Gregory, Ed.D.
Acting Superintendent of Schools

April Lowe
Principal

Chris Derflinger
Vice Principal

Brita Theadford Ed.D
Instructional Supervisor

Scholar Valet Procedures

It is very important that everyone follows the procedures to ensure the safety of our scholars. All drivers using the scholar valet option must use Hollywood Ave, to Woodruff Ave, and make a left onto Coe Avenue.

Scholar Valet Procedures

- Staff members wearing bright colored vests will help your child out of the car.
 - Staff members will also assist scholars in car seats.
 - Parents/guardians will pull into the drop-off lane, which will be located in front of the school on Coe Ave.
 - If you are the first car in line, you will pull all the way up to the drop-off sign. Drivers must stay in the car at all times.
 - A staff member will open the car door and the scholar will exit the car on the driver's side.
 - Once the scholar exits the car, they will walk into the building using the A.P. Morris doors.
 - When several cars drop-off their children at once, it will allow several more cars to pull up and drop off. Therefore, four to five cars will pull off at the same time to avoid going around each other.
 - Parents/guardians will not be able to park or double park in front of the building during morning drop off.
 - **Parents/guardians that are running late in the morning should not use the student valet option.**
 - All cars for the Pre K 3, Pre K 4 and 1st grade valet must be in lane by 8:10 a.m.
 - All cars for kindergarten valet must be in lane by 8:55 a.m.
- VALET WILL BE CLOSED at 8:15 a.m. for the first drop off and 9:00 a.m. for the second drop off. NO EXCEPTIONS**

Parent Escort Procedures

- Parents/guardians in walking distance to the school will walk their child to the appropriate location. **All parents/guardians and scholars must use the crosswalk when walking across the street.**
- Parent/Guardians that drive will park on any street other than Coe Avenue. All morning walkers will enter the building using the auditorium doors.
- Parents/guardians that walk their children to school will not be able to park in the following areas:
- Coe Avenue during morning drop off
- Spaces reserved for the handicapped
- Staff parking lot / Driveway near dumpsters
- Anywhere parking is prohibited by law