



WILLIAM HENRY BURKHART ELEMENTARY SCHOOL

5701 Brill Road, Indianapolis, Indiana 46227

Telephone: 317-789-3600

Fax: 317-780-4285

Darlene Hardesty

Principal

dhardesty@perryschools.org

Brittany Palencer

Assistant Principal

bpalencer@perryschools.org

Dear Parents and Guardians:

Outlined below are our procedures for morning and afternoon car riders. You will also find a map showing the flow of traffic and student drop off and pick up locations.

Morning Drop Off:

- Morning drop off runs from 8:50 - 9:10 a.m. Enter the drive at the northwest corner of the school grounds. Fill both lanes and merge into one line at the bend near the playground. As you approach the loading zone, form two rows, with the first car in each row stopping near the ramp at Door 4 (see map) on the east side of the school.
- When directed by a staff member, students may exit the passenger side of the vehicle and enter the building through Door 4. Remember to refrain from using your cell phone and keep your vehicle in "PARK" while releasing your student from the vehicle. Remain in your vehicle at all times.
- After your student has exited your vehicle, please wait for a signal from the staff member on duty before slowly pulling away to exit through the main drive. **Be alert and drive with caution!**
- If you have arrived after 9:10 a.m., you will need to park in the main lot and escort your child into the building through the main entrance, Door 1.

Afternoon Pick Up:

- Please arrive promptly to pick your student up from school. Dismissal is at 3:55 p.m. on Monday, Tuesday, Thursday, and Friday. Dismissal is at 3:30 p.m. on Wednesday.
- Enter the drive at the northwest corner of the school grounds. Fill both lanes and merge into one line at the bend near the playground. As you approach the loading zone, form two rows, with the first car in each row stopping near the ramp at Door 4 (see map) on the east side of the school.
- Please display the school-issued tag on your rear-view mirror. *Students will not be released without this.* Remember to refrain from using your cell phone and keep your vehicle in "PARK" while your student and others enter vehicles. Remain in your vehicle at all times.
- After your student is safely fastened in your vehicle, please wait for a signal from the staff member on duty before slowly pulling away to exit through the main drive. **Be alert and drive with caution!**
- If you need to change afternoon dismissal plans for your child, this must be done prior to 3:30 p.m. on Monday, Tuesday, Thursday, or Friday or prior to 3:00 p.m. on Wednesday. Call the main office to alert them of the change.
- **For the safety of all, no student is to be picked up from the main entrance during dismissal time.** Adults may be asked to wait in the parking lot until buses have departed if they arrive once dismissal has begun.

Thank you for adhering to this policy and helping to ensure the safety of our students and staff.

Sincerely,
Darlene Hardesty
Principal

July 2026

