



## WILLIAM HENRY BURKHART ELEMENTARY SCHOOL

5701 Brill Road

Indianapolis, Indiana 46227

Darlene Hardesty, Principal

Jeanetta Penniston, Asst. Principal

Telephone: 317-789-3600

Fax: 317-780-4285

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:

- Enter at the drive at the northwest corner of the school grounds. Drive around the building to form a line, with the first car stopping at the gates at Door 3 (see map) at the south of the building.
- Students may enter the building through Door 3 beginning at 8:50 a.m. Please wait to release your student until directed by a staff member. Unloading occurs between the cones. Remember to refrain from using your cell phone and keep your vehicle in “park” while releasing your student from the vehicle.
- 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., please park and escort your child to the main entrance.

### 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 at the drive at the northwest corner of the school grounds. Drive around the building to form a line, with the first car stopping at the gates to Door 3 (see map) at the south of the building.
- Please display the school-issued sign with your student’s name. *Students will not be released without this.* Staff members will release students as cars pull forward. Remember to refrain from using your cell phone and keep your vehicle in “park” while your student and others enter vehicles.
- 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. An email may be sent to [lfultz@perryschools.org](mailto:lfultz@perryschools.org) or [kgraebner@perryschools.org](mailto:kgraebner@perryschools.org) with this information. 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

*Updated July, 2022*

