

COLEBROOKDALE ELEMENTARY SCHOOL
****NEW Parent Drop-Off/Pick-Up Procedures****

Dear Parents;

Welcome to a new school year! Student safety is our number one priority at Colebrookdale Elementary School, and over the past year we have taken a closer look at our student arrival and dismissal procedures. Our goal was to find a safer and more efficient way for our students who arrive and leave by car to enter and exit our school each day. We have designed new **Arrival and Dismissal Procedures** to ensure safety for all students.

Please read the following information carefully. We will begin these new procedures on **OUR FIRST DAY OF SCHOOL**. We ask that you have patience with our staff as they familiarize themselves with this new design. With any new procedures, there may be a period of adjustment for all of us. Please trust that both drop-off and pick-up will work efficiently. These are the same procedures in place at many schools throughout the district and they have proven to be safe and effective.

New Parent AM Drop-Off Procedure

Students who arrive by car will now be dropped off at the **side entrance of the school by the playground gates**. Staff assigned to this student entrance will begin assisting students in car line at 8:25 am. The following is the new procedure for AM Parent Drop-Off:

1. Enter the staff parking area from Montgomery Avenue between the rows of parked cars furthest from the building --- **Gates open at 8:15 AM**
2. Proceed between the parked cars through the right-hand gate onto the playground blacktop
3. Drive straight toward the far end of the playground and loop to your left
4. Proceed (building now on your right) to the gate – If you are first in car line, stop just **BEFORE** the open gate
5. Car line will form a loop on the blacktop and, if necessary, in between the staff cars on the staff parking lot. No staff will be permitted to park behind the front row of cars (perpendicularly) this year. This will allow for parent drop-off cars in this area.
6. The staff member assigned to this area will open your car door, assist with unlocking seat belts, and make sure that your child/children have all necessary school bags. **We ask that you remain in your car.**
7. As soon as your child has walked away from your car, please pull away. Our car line is designed to work effectively and efficiently if you allow our staff to assist your child/children.

Please **DO NOT** park your car in the front of the school or on the playground to walk your child/children into the building.

Bus Riders All students who ride a bus to school will exit the bus and enter through the front primary wing entrance of the building. This procedure will NOT change.

Late arriving students (after 8:45 am) must be signed in by a parent/guardian in the office. You may use the front entrance if your child is late. Please DO NOT drop off your child at the front entrance alone. You MUST sign in your child/children if they are late.

New Parent PM Pick-Up Procedure

Car Riders

If you are interested in picking up your child regularly at dismissal time, please complete the attached form and return it in person, or scan and return via email, by August 16 to sbauer@bovertownasd.org. Upon receipt of this form, 3 laminated cards will be issued to you (with your child's last name.) If someone other than the parent/guardian is picking up the child, they **MUST** have a sign for their car. This sign should be placed on the right side of the windshield when you arrive to pick-up your child. ***These signs will be distributed at our Back-to-School Parent evening on August 22, 2019. You will need these signs on the first day of school!***

If your child will only be picked up occasionally, you may send a note to school with your child/children or call the office on that day (before 2:00 PM) and inform Mrs. Bauer. She will add your child to the daily pick-up list. You do NOT have to complete the "Parent Car Pick-Up Form." You will also need to inform the staff assigned to car line who you will be picking up (please have your ID ready).

NEW PARENT PICK-UP CAR LINE PROCEDURE

1. Enter the staff parking area from Montgomery Avenue between the rows of parked cars furthest from the building --- **Gates open at 2:50 PM**
2. Proceed between the parked cars through the right-hand gate onto the playground blacktop
Drive straight toward the far end of the playground and loop to your left
3. Proceed (building now on your right) to the gate – If you are first in car line, stop just **BEFORE** the open gate
4. Car line will form a loop on the blacktop and, if necessary, in between the staff cars on the staff parking lot. No staff will be permitted to park behind the front row of cars (perpendicularly) this year. This will allow for parent pick up cars in this area.
5. At 3:20 all students who are designated "Parent-Pick Up" will be dismissed to the playground door. The staff members assigned to this location will know the order of the cars and will have verified the adult in the car is on the list of designated adults on your parent pick-up list. Students will be dismissed in the order of the cars in the line and not until your car is first or second in our line. **Please remain in your car. The line will move as students get picked up.**
6. As soon as your child/children are seated and belted, please pull through the gate and exit the parking lot. This will assure that our car line moves quickly and efficiently.

PLEASE DO NOT PARK YOUR CAR AND COME INTO THE OFFICE TO SIGN OUT YOUR CHILD/CHILDREN. NO STUDENTS WILL BE DISMISSED TO THE LOBBY. YOU WILL BE ASKED TO JOIN OUR CAR LINE IF YOU COME INTO THE OFFICE.

THE ONLY STUDENTS WHO NEED TO BE SIGNED OUT WILL BE STUDENTS LEAVING EARLY OR IN THE CASE OF AN EMERGENCY.

In the case of an emergency, and your child needs to be picked up at dismissal time by someone not in possession of a laminated sign, they should park in the staff parking lot (not blocking the car line) and enter the school to sign out the child in the office. The office must be notified if this person is not on the child's emergency contact list. This person will need identification.

Bus Riders

Bus riders will board the buses using the **FRONT** entrance at the primary wing of the school. This procedure will NOT change.

COLEBROOKDALE ELEMENTARY SCHOOL

PARENT CAR PICK-UP FORM

This form is to be filled out by a parent/guardian if you plan to pick up your child. Please fill out one form per family.

Please indicate with a check mark the days you will be regularly picking up your child at school. If your child is picked up by a babysitter, please place a check mark beside the day and write the name of the adult who will be picking up your child. There will be a **maximum of 3** laminated signs for each child.

Signs will be distributed during our Back-to-School Parent Night on August 22!

Child's Name	Teacher's Name	Grade

	Put a check mark beside the day(s) your child will be picked up.	List the name of the person who will be picking up your child.
Monday		1. 2. 3.
Tuesday		1. 2. 3.
Wednesday		1. 2. 3.
Thursday		1. 2. 3.
Friday		1. 2. 3.

PLEASE RETURN BY AUGUST 16! You may drop off in our office or scan and return via email to sbauer@bovertownasd.org