

WASHINGTON ELEMENTARY SCHOOL
AM/PM KINDERGARTEN PARENT PICK-UP/STUDENT DROP OFF PROCEDURE
Revised 10/6/16

In order to continue to provide the safest environment for our students and at the same time maintain the most efficient AM/PM kindergarten student drop off/parent pick-up procedure, we ask that you follow the procedures below.

11:25 AM Kindergarten Parent Pick-Up Procedure:

1. Starting Monday, October 17, 2016, adults who are picking up AM kindergarten students no longer need to enter the building to sign students out. We ask that you enter the school property using the upper school parking lot entrance and drive around to the front of the school around the outside of the car circle (just like morning drop off and afternoon pick-up).
2. We ask that cars line up behind the buses as we will be loading the buses first.
3. Drivers should remain in their cars throughout the duration of parent pick-up.
4. WES staff will have students lined up outside of the main entrance of the school. On inclement weather days, students will be lined up inside the building and be escorted by WES staff to the cars.
5. The adult picking up the student(s) should be prepared to show WES staff their driver's license, WES staff will then release the student(s) to the adult in the car.
6. If proper identification is not available, the driver will be asked to leave school grounds to obtain their driver's license and rejoin the parent pick-up line.
7. Students must enter the car on the right side to maintain optimal student safety.
8. Once the student is safely in the car, the driver will be required to stay in the car line and proceed to the upper parking lot entrance to exit school property. Cars should not pull out of the car line as this may be very dangerous.
9. Drivers are asked to be watchful of buses entering school property as buses will be using the same car line to pick up students.
10. AM parent pick-up will begin at 11:25.

12:45 PM Kindergarten Student Drop Off Procedure:

1. Starting on Monday, October 17, 2016, all PM students that are being dropped off no longer need to enter the building to sign in. Cars should use the front circle to drop off students. Please travel around the circle and make one lane of cars along the front of the building. We anticipate unloading about 5 cars at a time.
2. We ask that you remain behind the buses as we will be unloading these students first.

3. Kindergarten teachers will be out in front of the building and by the cars to greet students. Students should exit the car on the right, closest to the building. When pulling away, please make sure that your children are safely on the curb. Also, when exiting, please remain in a single file and proceed to the upper parking lot entrance to exit school property.
4. When pulling away from the sidewalk, do not pull out and pass the cars, vans, or buses that may be unloading as this may be dangerous. Please be patient and remain in single file as you exit the parking lot.
5. PM student drop off will begin at 12:45.

As with the implementation of any new procedure, we understand that further adjustments may be needed. We welcome your feedback and appreciate your support as we strive to make our AM/PM kindergarten student drop off/parent pick-up safe and efficient for all involved. Please feel free to provide Mr. Iacobelli with your feedback at ciacobelli@boyertownasd.org. Thank you for your understanding, patience, and cooperation.