

October 16, 2020

Dear Parents or Guardians,

In an effort to maintain safety and order during dismissal, we have an outline of the procedures for you below. Please read them carefully. We appreciate your cooperation and adherence to these procedures in order to maintain a safe and smooth dismissal for everyone. Please remember to be kind to the teachers on duty; they are only doing what has been directed to them by the administration of the school for the SAFETY of our students.

Permanent Car Riders

If your child will be picked up every day that they are scheduled to be in the building and will **never** take the bus home, please review the following:

- Fill out the attached form and return it to the Main Office by the end of the first week of school to receive a placard for your vehicle. **Placards will be placed in your child's backpack the first week they are back in school.** Placards are to be displayed behind the right sun visor of the vehicle when picking up children.
- You may request up to two placards for additional vehicles.
- You must use the student drop-off / pick-up loop located off of Whitehorse Road. We begin dismissing the students at approximately 3:35 pm. Students will come to the pick – up area and the teachers on duty will assist them.
- Teachers on duty will be asking your child to identify the driver as the approved pick – up person on school record and they will match your placard to your child's name.
- **If you do not have a placard visible to the teachers on duty, you will be asked to come around to the main office and sign your child out. Also, when picking up your children, please refrain from using your cell phone as they enter your vehicle. Drivers may not pass any other vehicle in the car loop.**
- If your placard is lost, please contact the Main Office at 484-927-5400.

Occasional Car Riders

If your child will be picked up on occasion but ride the bus all other days, please review the following:

- You **will not** need a placard.
- You **will** need to fill out the attached Google **2020 – 2021 Dismissal Change Form**. **(INSERT LINK)**
 - Please be advised that this form **MUST** be submitted by 2 PM daily to allow adequate time for our staff to notify the teacher of the dismissal change. Any requests (phone or electronic form) that come in after the 2:00 PM cutoff you will need to park in the parking lot and enter thru the main entrance to sign your students out at the main office at the designated pick up time.
 - If we do not receive notification via the **2020-2021 Dismissal Change Form** **(Insert Link again)** you will be asked to pull up to the main office to sign your child out. Adults picking up the child (ren) should be prepared to present ID upon request.

Thank you for helping us facilitate this process.

- You will use the student drop-off / pick-up loop located off of Whitehorse Road. We begin dismissing the students at approximately 3:35 pm. Students will come to the pick – up area and the teachers on duty will assist them.
- Teachers will be matching your child's name to a list

Permanent Bus Riders:

If your child rides the bus home every day other than an occasional early dismissal, please review the following:

- Please be sure you know what bus your child (ren) should be on and help your child (ren) memorize their bus number.
- Second graders will be escorted onto their bus by school staff.
- Third, fourth, and fifth graders will be dismissed by their bus number and will need to make sure they listen for and get on the correct bus.
- If your child needs to be a car rider on a certain day, please follow the procedures for occasional car riders.

Permanent Walkers:

- Those using the walking path between St. John's Parking lot and St John's Circle.
- Students who are permanent walkers should fill out the walker portion on the form attached indicating that they are a walker. Please return to the Main Office.
- Walkers will enter and exit the building through the cafeteria doors to access the walking path through the playground; upon exiting an adult will mark the students off the predetermined list to be sure all students are accounted for.
- Students will need to be responsible when walking to and home from school. Students will need to stay on the designated route.
- Parents or guardians may accompany their children on the walk to school if they choose, and at days end, may meet the children by the back door of the cafeteria to escort them home.
- Students should not arrive earlier than 8:40 in the morning. If they arrive early, they will have to wait outside the building. There is no adult supervision available until 8:40am. Students arriving after 8:55 am will be considered tardy and have to enter the building through the main office doors and sign in. Students will be dismissed at 3:35 pm.
- **Any changes to the normal dismissal procedures for your child will need to be submitted via the Google [2020-2021 Dismissal Change Form \(Insert link\)](#) so we can adjust our lists.** This request must be made by 2PM. Last minute changes cannot be honored due to the number of lists maintained in ensuring student safety and efficient dismissal. Thank you for your cooperation.

Please review important safety information with your child (ren) if they intend to walk:

- Stay on the designated route
- Refrain from talking to others along the way
- No horseplay
- Report anything to either a parent or a school staff member if concerned

Occasional Walkers:

- Please fill out the Google [2020-2021 Dismissal Change Form \(Insert Link\)](#) **by 2:00 PM**. Last minute changes cannot be honored due to the number of lists maintained in ensuring student safety and efficient dismissal. Thank you for your cooperation

Early Dismissals:

As per district policy, parents are urged not ***to pick up children prior to dismissal***. If for an URGENT reason a child needs to be picked up before regular dismissal, please remember to:

- Please fill out the Google ***Early Dismissal Form*** (Insert Link). This will allow us to email your child's teacher to inform them of a dismissal change instead of having to call the room and disturb instruction time.
- Please come to the Main Office where you will sign your child out and pick them up.
- Children will not be called to the Main Office once dismissal has begun at 3:35pm. If you need to dismiss them early you need to arrive before the buses. Please park in the main parking lot and enter thru the main entrance. If you cannot make it by then we urge you to pick your child up in the car loop.

Thank you for your continued support in keeping our students safe. Please direct any questions regarding these procedures to Dr. Renzulli at 484-927-5400.

Appreciatively,

Dr. Catherine Renzulli
Principal

PERMANENT CAR RIDERS: Please complete the portion below and return to school by October 23, 2020 to receive a placard. Forms can be returned to the building during business hours or emailed to SESAttendance@pasd.com. Placards will be sent home with your children in their backpacks.

Driver's Name: _____

Relationship to the student: _____

Child (ren)'s Name _____ Teacher _____ Grade _____

Child (ren)'s Name _____ Teacher _____ Grade _____

Child (ren)'s Name _____ Teacher _____ Grade _____

Child (ren)'s Name _____ Teacher _____ Grade _____

Total Number of Placards: _____

PERMANENT WALKERS: Please complete the portion below and return to school by October 23, 2020. Forms can be returned to the building during business hours or emailed to SESAttendance@pasd.com.

Child (ren)'s Name: _____ Teacher _____

Emergency Contact: To be contacted in inclement weather to arrange alternate dismissal pick up

1)Name : _____ Phone # _____ Alternate Phone # _____

2) Name : _____ Phone # _____ Alternate Phone # _____