

# Penn Cambria Elementary Schools

## Dismissal Procedures

Parking in the bus lane is not permitted at any school. Students who are being picked-up by a parent/guardian will be dismissed at 3:05 P.M. from the school.

### **Permanent Parent Pick-Up—\*\*New for the 2019/2020 School Year\*\***

In accordance with our safety plan and assessment, people entering the building must be kept to a minimum. All student pick-ups must now have a *Student Pick-Up Contract* filled out and signed by the principal. You will then receive a laminated *Accountability Student Pick-Up Sheet*. At the end of the day you must have your laminated *Accountability Student Pick-Up Sheet* either displayed on your dashboard/window for easy visibility or have it available to show to a staff member depending on what school you are picking up at.

**Accountability pick-up will begin Friday, August 23<sup>rd</sup>.** If you do not have a Student Pick-Up Contract, please fill one out in the office. Only individuals indicated on the emergency card will be authorized to obtain a laminated *Accountability Student Pick-Up Sheet*.

- Students who are being picked up by parents/guardians infrequently must still bring a written excuse and turn it in to their homeroom teacher, so the school is aware of the change.
- Infrequent pick-ups still require the parent/guardian to present an ID and be indicated on the emergency card.

Please see the student pick-up procedures below for each elementary school:

#### **Pre-Primary School-**

Please stay in your vehicle and pull forward in the pick-up lane. Vehicles will line-up in the parent-pick up lane, which is located on the left lane after the Pre-Primary School sign. There will be painted lines upon entry for parent-pick up. A staff member will read the *Accountability Student Pick-Up Sheet* from your dashboard or window and radio inside to a staff member to send out your child. You may exit the area after your child is escorted to your vehicle.

#### **Primary School-**

Please stay in your vehicle and pull forward in the pick-up lane. Vehicles will line-up in the parent-pick up lane, which is located on Washington Street in front of the school. The pavement will be painted for student pick-up. A staff member will read the *Accountability Student Pick-Up Sheet* from your dashboard or window and radio inside to a staff member to send out your child. You may exit the area onto Main Street after your child is escorted to your vehicle.

#### **Intermediate School-**

Vehicles will park in the Student Pick-up Lot, which is located in the parking lot to the right. There will be signage upon entry. After you park and wait for the staff member to signal for dismissal, you can walk to the front of the school under the awning and a staff member will read the *Accountability Student Pick-Up Sheet*. He/She will radio inside to a staff member to send out your child. You may exit the area after you pick-up your child.