

# ARRIVAL & DISMISSAL PROCEDURES

These procedures are designed to protect the safety of all students. Faculty members are assigned to supervise students during arrival and dismissal times and are required to enforce the procedures listed in this memo. Please treat them with respect as they are simply trying to facilitate the movement of over 400 students in and out of the school. Your cooperation and assistance in making this process run smoothly are greatly appreciated. The safety of our children is our utmost concern, and these safeguards have been put into place to ensure the safety of all.

## School Hours ~ 8:05 AM to 2:50 PM

The school doors open at 7:40 AM. For the safety of our children, anyone arriving before 7:40 AM must report to Extended Care. Please be aware that you need to be pre-registered for Extended Care in order to utilize this service even if the service is used infrequently.

## Arrival Procedures

### Bus Riders:

All buses serving our school park in front of the rectory. Students will enter the school building using the front door.

### Walkers:

Walkers are not permitted to enter the building until 7:40 AM; therefore, they should time their arrival accordingly.

### Car Riders:

- All students arriving by car must be dropped off in the car line.
- Our morning valet service starts at 7:40 AM and ends at 8:00 AM.
- Children should not exit cars until their car door is stopped at a safety patrol.
- **Students should exit the car on the passenger side only.**
- After dropping your child off, please wait for the vehicle in front of you to move; do not pull ahead of vehicles in front of you.
- Dropping a child off in the front of the school or on Columbine Avenue during morning arrival is not permitted.

## Late Arrivals

After 8:00 AM, no staff will be on duty; therefore, parents must drive to the upper school parking lot and park and walk their child to the front door. Any student arriving after 8:05 AM must be accompanied by a parent to the Main Office to be signed in. Students are not permitted to sign themselves in nor are they permitted into class without a late pass. Students will be marked late if they arrive to the school office after 8:05 AM.

*The Bethlehem Area School District has determined any drop off or pick up on Catasauqua Road is unsafe; therefore, at no time during the school day should any child be dropped off or picked up on Catasauqua Road. For the safety of all children, we expect all parents to abide by this policy.*

## Dismissal Procedures

Whenever possible, please allow your child to ride the bus. This will help with traffic congestion around the school.

### Change in Your Child's Normal Dismissal Method:

Please send a note to your child's teacher if you need to change your child's normal dismissal method. However, as a reminder, even with a parent note, students are not allowed to ride on a bus they are not assigned to.

If an emergency arises during the day and you need to change the normal dismissal method, please contact the school office by 2:00 PM. If you need to pick up your child early from school, you must send a note to the child's teacher. No child will be dismissed after 2:20 from the office.

### Bus Riders:

All buses serving our school park in front of the Rectory. Students may NOT go home with another student by riding his/her bus. Even with parent permission, it is NEVER allowed.

### Walkers:

The only students permitted in this line are students who walk home from school. We will begin dismissing these students at approximately 3:05 PM.

### Extended Care: (610-861-9178):

Please be aware that you need to be pre-registered for Extended Care in order to utilize this service even if the service is used infrequently. **Students in Extended Care may not be picked up until after car line dismissal at 3:15 PM.**

### Car Riders:

- At dismissal, all vehicles must enter the lower parking lot until a member of the faculty is present and directs them to the upper lot. DO NOT LINE UP ON ABINGTON ROAD; PARKING IS NOT PERMITTED THERE DURING DISMISSAL.
- Parents/guardians will not be permitted to park in the upper parking lot earlier than 2:50 PM (Half Day will be 11:50 AM).
- **All vehicles must enter the school's parking lot by making a RIGHT TURN off Abington Road. This procedure serves to simplify the flow of traffic and ensure the safety of all drivers.**
- We will ring a dismissal bell in the parking lot. We ask that you remain in your car until you hear that bell. This will ensure that we can get everyone parked quickly and safely.
- We ask that you refrain from being on your cell phone while dropping off in the morning and parking for dismissal in the afternoon. This is for the safety of the students and faculty.
- No vehicles will be allowed to move until ALL children are safely in their vehicles.
- Parents may not escort their child to a car parked on any adjacent street during dismissal.