

ARRIVAL AND DISMISSAL PROCEDURES

The safety of our students is our primary concern. Therefore, the following procedures will be strictly enforced. **Double parking is prohibited at all times.** Bethlehem city police will be notified if double parking, discourteous driving, etc. are observed. If a parent/guardian must cross the street with his/her student at any time, they are asked to please do so at a crosswalk.

Morning Arrival

All students arriving car or walking are to enter the building through the Community Center doors. Students may not enter the building until 8:00 AM. All students arriving by bus will be unloaded on Cloverleaf Street and will enter the red door located near the Main Office.

Afternoon Dismissal

Car riders

Parents/guardians are asked to park on Hickory Street no earlier than 2:40 PM. Two lines are to be formed beginning at the orange cones and then cars are to wait for further instructions. The students will be released after the cars are parked and no longer moving. If parents/guardians arrive after the students have been released and the barricade is in place, they are asked to please park in front of the school on Easton Avenue. When there is adequate clearance on Hickory Street, parents/guardians will be directed to enter. For everyone's safety, please follow the instructions of the teachers on duty.

Walkers

Walkers are dismissed in two lines- Linden Street and Easton Avenue.
STUDENTS MAY NOT BE REMOVED FROM THEIR LINE.
Parents/guardians may meet students at the corner of Linden Street and Washington Avenue, or at the corner of Easton Avenue and Washington Avenue.

Bus Riders

If a student is normally a bus rider and parents/guardians need to pick up their student at the school, please notify the school before 2:30 PM. If an emergency occurs, and a parent/guardian has not been able to notify the school, please ask for assistance from the teacher on bus line duty.

Extended Care

If a student goes to Extended Care at the end of the day and parents/guardians get to the school early, but have not notified the school, please wait outside the parking lot and then pick up the student at Extended Care. No charge is made for Extended Care for up to the first five minutes.

Change in Normal Dismissal Method

Parents/guardians are asked to send a note to the student's teacher if a change needs to be made in his/her normal dismissal method. If an emergency arises during the day and it is necessary to change a student's normal dismissal method, parents/guardians must notify the school office by 2:30 PM. We cannot guarantee that messages coming in after that time will reach the classroom.