



PENN-TRAFFORD SCHOOL DISTRICT

"Effective, Efficient, Quality Education"

Harrison Park Elementary School
10 Dell Avenue
Jeannette, Pennsylvania 15644
www.hp.penntrafford.org

Mr. Jeffrey Swartz
Principal
724-744-2161
724-744-1865 (fax)

Dear Parents and Guardians,

It has been a great first nine weeks and we are looking forward to the rest of the school year! I am writing to send a friendly reminder about our morning drop off and afternoon dismissal procedures. Please remember that these procedures are put in place for our students' safety. Staff members and parent volunteers are present to ensure student safety and to assist with a smooth drop off/arrival process. Please note that staff will immediately address any issue, which jeopardizes our students' safety. If you have any questions or concerns regarding this matter, please feel free to contact me at the school. We thank you in advance for your continued support and patience.

Arrival procedures:

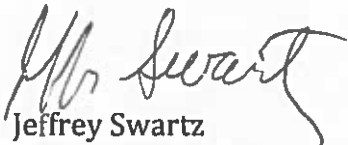
- Students may start arriving at the school at 8:30 a.m. and wait in the APR until 8:45 a.m. At that time, all students are permitted to proceed to their homerooms. After 9:00 a.m., parents and guardians will need to walk their child into the school to sign in at the main office.
- All cars should enter the back/recess parking lot and form a single file line.
- As you approach the drop off area, please have your child walk to the sidewalk and proceed to the front entrance.
- Once students are safely on the sidewalk, cars should exit to the left. Please proceed cautiously as bus traffic is also arriving at the school.
- Once all buses have arrived, staff will signal that cars may enter the front drop off area near the main doors.
- The drops off areas are no passing areas. Please remain patient as students are exiting their cars from both the driver and passenger side doors.
- If your child needs extra time, please feel free to pull into a visitor parking space. If assistance is needed, please notify a staff member on duty.
- Please review procedures with grandparents, aunts, uncles, or anyone else who may be dropping off your child.
- All parties need to follow outlined procedures and staff directions to ensure the safe daily operations of the school.
- PM kindergarten parents: Stay with your child until their teacher picks them up at 12:45p.m. Prior to 12:45, students who are running, shouting, and roughhousing are a distraction to our first grade classrooms.

(OVER)

Dismissal procedure:

- Early dismissals are for students who need to leave prior to parent pickup. If you do not want your child to dismiss in parent pickup, please write a note stating you would like an early dismissal at (time). Please pick your child up prior to 3:00 p.m. for an early dismissal.
- Parent pickup starts promptly at 3:20 p.m. K-2 students will exit out the lower/kindergarten area canopy and 3-5 students will exit out the main doors.
- When arriving at the school, please proceed to the solid white line painted on the blacktop past the kindergarten canopy.
- As cars enter the dismissal area, form two lines and pull directly behind the car in front of you. Buses are unable to enter their assigned area if large spaces are present in our parent pickup lines. This causes traffic jam at the entrance to the school and delays all student dismissals.
- Staff members or parent volunteers will signal when it is safe for cars to proceed. Remain in a single file line as you exit the school. Line jumping is prohibited.
- If your child does not come out for parent pickup, please notify a staff member immediately. We ask for you to go to your car (so we can dismiss all the other parent pickup students) and follow the dismissal process. However, please proceed to the back/recess parking lot to meet your child. A staff member will walk your child to you.
- All cars for parent pickup need to park in the dismissal lines.
- AM kindergarten parents: If you are going to a talk to a teacher more than a quick exchange, please park your car in a visitor parking space or schedule a parent teacher conference.
- AM kindergarten parents: Please accompany your child at all times.

Sincerely,



Jeffrey Swartz

Harrison Park Elementary

"A place for our children to be inspired!"