



SCPA PARENT PICK UP PROCEDURE

Please review the procedures below and the diagram attached on the back to help ensure that

DON'T DO THIS

- Please do not leave your car unattended at anytime
- Please do not stop your car in the street and call for your children to cross the pick up line.
- Please do not engage in distracting behaviors while in the car pick-up line. We need your full attention.
- Please do not park your vehicle across from the school and call for your children to come to you. You must come and get them.
- Please do not argue or debate with school helpers while in the dismissal line. We are happy to take your suggestions or questions during a less busy time.
- Please do not get frustrated. We are doing our very best to keep your child safe.

DO THIS

- Do remain in your vehicle at all times while in the car pick-up line with your K-3 number clearly visible.
- Do pick up your child in the pick-up line only.
- Do pay close attention to the car in front of you and encourage your child to enter the car quickly and carefully.
- If you choose to park your car in an authorized parking area and walk to get your child. Wait at the gate in the designated area. Please know your K-3 child's number when asked.
- Do follow the guidelines and treat adults helping with dismissal with respect. Continue to be patient as we all work together to have a safer, more efficient dismissal
- Do make sure your K-3 child has been assigned a number if they are going to be a regular pick up. One time pick ups do not need a number.

WHY DOES IT MATTER?

It is more important than ever that we follow the guidelines laid out in this dismissal plan to maintain the safety of our children and our staff. We have added additional staff and re-evaluated our plan to ensure that the dismissal line runs more efficiently.

PICK UP PROCEDURE

IF YOUR CHILD IS A:	FOLLOW THIS PROCEDURE:
Kdg- Grd. 3	Kdg students are dismissed at 3:45. First-Third Grd students are dismissed at 3:50 <u>Please do not leave your car unattended because the line has to keep moving. Display your child's Pick Up number and an adult will come to you.</u>
Grades 4-6	Students are dismissed 3:55 <u>Please do not leave your car unattended because the line has to keep moving. An adult will come to you for your child's name. Come closer to 4:20 and you will miss the longer lines caused by the K-3 pick up.</u>
Kdg-6 Siblings	Follow dismissal times for the oldest child. Older siblings can request younger siblings so family members can enter the vehicle at the same time.

WALK UP OPTION

You do have the option to park your vehicle in an authorized parking location and walk up to retrieve your child. We suggest the following authorized parking locations: Washington Park Garage, Elm or Race St. meters. **(SCPA is not responsible for any parking violation tickets received while visiting the school)** Walk up to the designated Walk Up area to get your child. Grades Please wait at the gate for your student's number to be called out by a staff member. Please make sure your car is not parked in the Pick Up Line.

SIGN UP

To receive a number, for students in Grades K-3 please contact the school at 363-8000 or follow the link sent by Mr. Owens.

