

# Car Rider Arrival and Dismissal Procedures at Conemaugh Township

## Elementary

### Car Rider Arrival Procedures:

Families arriving by car should enter through the entrance near the gray barn. (SEE MAP on page 2) **STUDENTS SHOULD ARRIVE NO EARLIER THAN 8:30 A.M., AND NO LATER THAN 9:00 A.M.** Parents are asked not to park vehicles in front of the main entrance and leave the vehicle unattended. This is a safety issue and interferes with the loading and unloading of students.

### Car Rider Dismissal Procedures:

Students who will be picked up by a parent/car **MUST BRING A NOTE** stating such. The note should state who will be picking up the student, as well as the days the pick-up will be in effect. A note at the beginning of the school year will suffice for students who will be picked up at the end of every school day. **We will not be accepting phone calls or emails about dismissal changes after 10am except for emergency situations.** We kindly ask that you plan ahead for the safety of our students.

Families picking up students at dismissal will use their Car Rider Mirror Tag. Additional family tags may be purchased for a \$5 deposit after September 4<sup>th</sup>. Upon the completion of 5<sup>th</sup> grade of your youngest child, we will ask for the tags to be returned. At that point, your \$5 will be returned to you.

Parents picking up students at the end of the school day are asked not to arrive before 3:20pm. Students will depart from the main entrance at 3:30pm according to the order in which their car has arrived.

**Anyone picking up a student may be required to show proof of identification in the form of photo identification.**

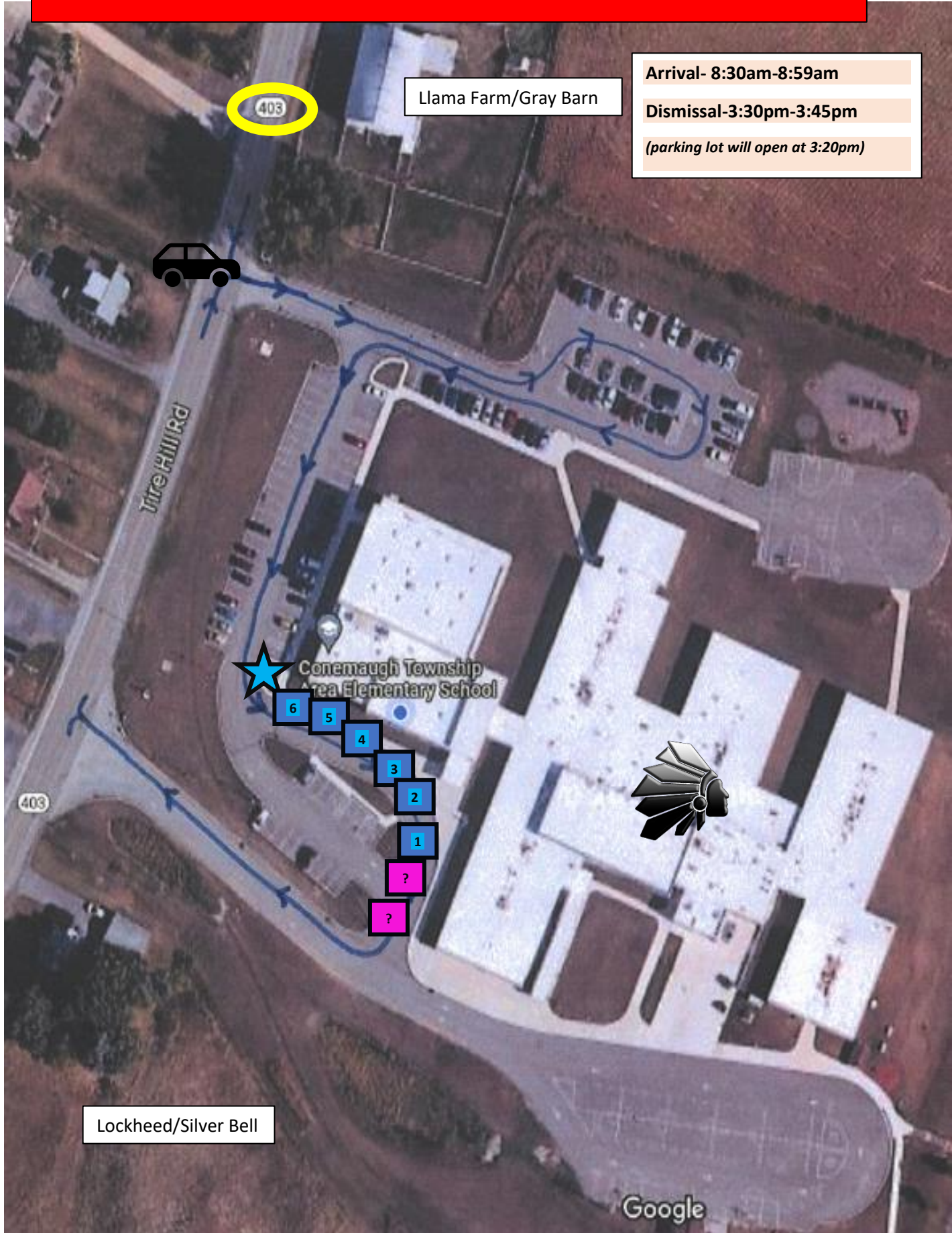
We are extremely grateful for a safer option to dismiss our students. Thank you for your patience and cooperation while we implement our new procedure.

Please contact the elementary office at 814-479-4080 with questions.

### Do's and Don'ts

- Don't-- arrive too early. If you arrive before 3:20, the reader will not read your tag and we won't be notified that you have arrived. You will not be permitted to enter the parking lot until the 3:20pm.
- Do-- place your car rider mirror tag on your rear-view mirror so that your tag number can be visible through the windshield and can be detected by our system.
- **Do--enter through the entrance near the gray barn.**
- Do--park along the circle and pull up to the designated parking spaces.
- Do--wait until all (6) spots are loaded before the group of cars exit. All cars should exit to the right of the stop sign while yielding to all buses.
- Don't--PLEASE DO NOT PASS WHEN YOU ARE IN THE PICK-UP LINE. A staff member will signal when your group of 6 cars can exit.
- Do--**PLEASE STAY IN YOUR CAR AND LOAD QUICKLY. STUDENTS SHOULD BE BUCKLING SEAT BELTS INDEPENDENTLY WITHOUT ADULTS GETTING OUT OF THE CAR.**
- Do--**PLEASE HAVE ALL STUDENTS ENTER THE CAR ON THE DRIVER'S SIDE.** (THIS WILL ELIMINATE STUDENTS WALKING AROUND CARS.)
- Don't--STUDENTS WILL NOT BE RELEASED TO CARS WITHOUT A TAG. If there are any tag errors or questions, your car will pull up to the "?" space in the circle and wait for assistance.
- Do--Our parking lots are very congested during arrival and dismissal. Please be quick, courteous, and carefully follow our procedures.

# Arrival/Dismissal Procedures at Conemaugh Township Elementary



Llama Farm/Gray Barn

Arrival- 8:30am-8:59am  
Dismissal-3:30pm-3:45pm  
*(parking lot will open at 3:20pm)*

Lockheed/Silver Bell

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