



AVON GROVE CHARTER SCHOOL

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10-8-13

Dear AGCS State Road Parent Community,

As an administrative team we are writing to you to ask for your help in maintaining the safety of all of our students and staff during morning arrival and afternoon dismissal.

The start time for the school day at our State Rd. Campus is 7:38 am. **Student drop-off may not occur prior to 7:20 am.** The gate at carline is not opened until 7:20 am for this reason. Currently we have parents dropping students off at carline before 7:20 am. Since the gates are locked these students are then walking around the High School modular, through the main parking lot (where staff and buses are entering) and into the gate located between the main building and the High School modular. This poses a great threat to the safety of these students.

Parents picking their children up at the end of the school day must use the loop road to go through car-line. Students begin coming out to car-line at 2:20 pm. Parents are not permitted to pull into the limited parking spots at the top of car-line (near State Road) to wait for students. These spots are used during the dismissal process by AGCS transportation vans and as a holding spot for car-line parents directed to park there by AGCS staff. Parents are not permitted to pull into the opening at the end of the high school modular (between the modular and the grass) as this is used as a through way for traffic and must be kept clear.

Should you have a need to get your child quickly at dismissal due to an appointment or activity, **please follow early dismissal procedures.** This includes sending a note in with your child at the start of the day informing office staff of the dismissal time. You may then park in visitors parking (facing State Road in the main parking lot) and enter through the main doors to check in with the greeter. In order to eliminate parents walking through the bus line to pick students up we ask that early dismissal students leave no later than 1:30. All early dismissal notes should include a student's first and last name, the first and last name of the person picking up the student, and a parent contact number. Please do not leave a message on the main office voicemail with transportation or dismissal changes. If a student has not been picked up by 1:30 he or she should take the bus or be picked up through normal car-line procedures.

Our goal in reiterating the above procedures is to keep all of our staff and students safe. When procedures are not followed there is an increased likelihood for an accident that may cause harm to our students or teachers. Over the next few weeks AGCS administrative staff will be present at am and pm car-line to ensure that all procedures are followed. We will be reiterating this information to all parents who are currently dropping students off prior to 7:20 am, or parking in non-designated areas to pick students up.

Please work with us to follow appropriate arrival and dismissal procedures so that we can ensure the safety of all members of our AGCS community.

Thank you for your cooperation,

The AGCS Administrative Team