



BANGOR AREA SCHOOL DISTRICT

381 Washington Blvd.
Bangor, PA 18013
610-599-7014

Mrs. Amanda Borger
Principal

Parent Pick-Up/Drop Off Information

Dear Parents and Guardians,

Washington Elementary School has a **Parent Pick-Up** dismissal procedure in place to increase the safety of our students and the overall security of our school. Our procedure works as follows:

SECURITY AND SAFETY

- If you are participating in parent pick-up at dismissal; Parents and guardians are permitted to arrive on Washington School's property **no earlier than 2:30 pm.**

HOW TO GET YOUR NUMBER AND CARD

- You must **come to the school with a photo ID to register with the Main Office. Number cards are not sent or mailed home.** You will need to provide the following information to pick up your number card:
 - Driver name, vehicle make, model, color, and license plate number.
- If you will be picking up your student on the **first day of school** – please call the office **BEFORE** the first day of school to schedule a time to come to the office to register your vehicle and pick up your number card. Reminder: **Number cards are not sent or mailed home.**
- NOTE: If your student attended Washington last year or has a sibling/household member who is/was a Washington student – your Washington issued number remains the same – you do not have to re-register -you simply need to call the office to confirm your previously issued family pick-up number.

PROCEDURE NOTES

- EVERY **family** has been assigned a number. This number is specific to your Washington family. (Every student in your family will have the same number)
- **SEND A NOTE** if you or another person will be picking up your student(s).
- If no number is displayed, you will have to get out of line and park for verification.
- Registration must be completed **prior** to participating in parent pick-up.
- Parent pick-up will begin around **2:55** daily.
- If your student will be on the every-day pick-up list - send a **NOTE** on the first day of school indicating they will be every day.
- If your student is NOT on the every-day pick-up list, you must send a note or call the office no later than **2:00pm.**
- **NO** parents will be admitted into the school building to pick up their student **after 2:30.** After 2:30, you will have to wait in the traffic line. (Reminder: You are not permitted to line up for dismissal any earlier than 2:30.)
- Display your number on the driver side dashboard, driver side window, or hold it up. No number/no student.
- **A staff member will supervise your student(s) walking to your car.**
- If a student is going home with another family, a signed note **MUST** be provided to the office.
- First five (5) cars are loaded & dismissed. Line moves forward.
- No students will be dismissed to vehicles while the line is moving (cars in motion).
- **REMINDER** - Any adult may be asked to show ID and verify vehicles/students.
- Update your emergency contacts for times when your student(s) will be going home with another family or a different caregiver.

MAP/TRAFFIC FLOW

***NOTE: Morning Parent Drop off is the same traffic pattern**

- **Enter (One way ONLY)** at the South Entrance (closest to Washington Twp. Municipal bldg.) Drive around the back of the school building. **Keep the school building and sidewalk on your left.**
- **Pull up to the flagpole.**
- **Exit (One way ONLY)** at the North side Exit (closest to Bangor).

I appreciate your cooperation and support of our procedure and look forward to a successful school year!

Sincerely,

Amanda Borger

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Principal