



Caley Elementary School

Celebrating Over 50 Years of Excellence

Mr. Steven M. Van Mater
Principal

August

Dear Caley Parents, Guardians, and Caregivers,

This letter will highlight our student drop-off and pick-up procedures in the car line this school year.

Unless there are extenuating circumstances, families should remain in their car and use the dedicated car line during arrival and dismissal. No children should be dropped off in the parking lot with the expectation that they cross the car line on their own. Walking across the car line can be dangerous and unnecessarily slows the line down for everyone else. If you have intentions to park and walk with your child during arrival or dismissal, we ask that you consider alternatives to parking and crossing the car line such as taking advantage of one of the crossing guards or walking with your child on one of the sidewalks leading to the building. Please note that any early dismissals from the office (i.e. for appointments) must be before 3:15pm. All pick-ups after 3:15pm must follow the car line procedure.

In general, we ask that you drive slowly through the parking lot following the arrows to the dedicated drop-off-/pick-up area. Please pull up as far as you can along the curb and close to the car in front of you by forming one continuous line. If at all possible, it is helpful when students can be seated on the same side of the car as the sidewalk. For a more visual representation of the car line procedures, please visit our website at <https://www.umasd.org/Page/12711> (Caley/Info/Procedures/Car Line Procedures). In addition, there is an Arrival and Dismissal Slideshow available at <https://www.umasd.org/Page/12799> to acquaint you with our procedures.

Arrival/Drop-Off Procedures:

- Our doors open at 8:40am.
- Students should not be dropped off or exit their vehicle prior to 8:40am.
- Support staff will be arriving by 8:40am to help direct students to their classrooms.
 - Once your car has stopped, we encourage your child, when able, to open the car door and let themselves out.
- Students should be “ready” to exit the car when they reach the drop-off. This includes having their backpack zipped, lunch bag, instrument, hat, gloves, and other belongings ready to go.
- All students will be dropped off at the end of the long canopy with the brick pillar.
- Students arriving after 8:50 may be asked to escort their child to the main office to be signed in.

Dismissal/Pick-Up Procedures:

- Supervising staff will help connect students with their vehicle.
 - **In all cases, the oldest siblings will be asked to stand with their youngest sibling.**
 - Kindergartners, first graders, and their older siblings (and older neighbors/friends you are helping out) will be picked up along the same route as morning drop-off.
 - Pick-up for students in second, third, and fourth grade will follow a different route.
 - These vehicles will make an immediate left along the retention basin and drive along the curb.
- All families will receive two "official" Caley identification tags. Please display your tag on the dashboard of your vehicle when picking up in the afternoon in hopes of connecting students with their vehicle safer and faster. Some families have clipped the tag to their visor as well. The tag will include your child's first name and last initial.

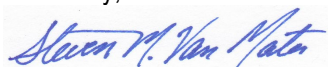
Communication:

- **Dismissal Routine**
 - We ask all families to help us determine a predictable dismissal routine for their children. You can do this through our Google Survey.
- **Change in Dismissal Routine**
 - If your child's dismissal needs to be changed for one day, an email should be sent to the following staff:
 - Marixi Judge – mjudge@umasd.org
 - Patti Bianco – pbianco@umasd.org
 - Homeroom Teacher
 - There is a form available on our website under *Info/Attendance/Early and Alternate Dismissal Form*.
 - **Link:** <https://www.umasd.org/Page/8301>
- **Just as we encourage students to know their phone number, we would appreciate your help in teaching your child the color, make or model of your car.** This is particularly helpful when preparing students in the car line.
- Unless we hear otherwise during inclement weather, we will assume your child is going home based on the dismissal routine we have on file in the office.
- Please keep in mind that if your child participates in Right at School (RAS) in the afternoon and school is closed due to inclement weather, RAS is closed along with the school and your child will be sent home following your dismissal routine.

We anticipate a significant increase in vehicle traffic on our campus. We are looking to you to take your time and be patient so that we can dismiss students safely. This means taking turns and being patient as cars are either unloaded or loaded with our most precious cargo.

Thank you for your cooperation in our efforts to streamline our drop-off and pick-up procedures. Should you have any questions or concerns please reach out to me via email at svanmater@umasd.org or call our main office at (610) 205-3650.

Sincerely,



Steven M. Van Mater
Principal