

Tobyhanna Elementary Center

Standard Operating Procedures for Student Drop-Off/Pick-Up

We ask that you PLEASE help us keep our children safe by adhering to the following procedures.

Student Drop-Off AM:

- Student Drop-Off will begin at 8:40 A.M.
- Parents are to pull into the Student Drop-Off Area behind the back of the building slowly and safely, following the flow of traffic per security guard directions. **Drivers are not permitted to exit vehicles. All students must exit on the passenger side to avoid walking between vehicles.**
- TEC staff members will be there to guide your child to walk behind the orange cones and into the building. They are not permitted to open doors, undo seat belts, etc.
- Parent Drop-Off will end at 9:00 A.M. If you arrive after 9:00 A.M., you will be instructed to pull around to the front of the building into a parking spot and bring your child(ren) in through the main entrance. Students need to be signed in at the lobby desk and receive a late pass.

EVERY DAY Student Pick-Up PM:

- Student Pick-Up will begin at 3:30 p.m.
- Please follow the same directions as in the Student Drop-Off procedure above. **Drivers are not permitted to exit vehicles. All students must enter on the passenger side to avoid walking between vehicles.**
- Place your assigned Car Tag on your dashboard so it is visible to Staff. You must have your tag.
- Your child will then be walked out of the building. It is your responsibility that your child is secure and safe in the vehicle. TEC staff members are not permitted to open car doors, fasten seat belts, etc.
- Student Pick-Up will end at 3:40. If you arrive after 3:40, your child will board their assigned bus to go home.

We appreciate your cooperation with these procedures to keep all of our children safe.

NO STUDENTS CAN BE PICKED UP IN THE LOBBY AFTER 2:30 P.M.

If you are not Everyday Student Pick-Up:

Send a pick-up note in your child's folder or email amessina@pmsd.org before 2:00 for the specific day needed for Parent Pick-Up and your child will be sent to the cafeteria at dismissal time. You will enter the flow of traffic and your child will be sent to your vehicle.

Car Tag # _____

Parent Signature _____ Date _____