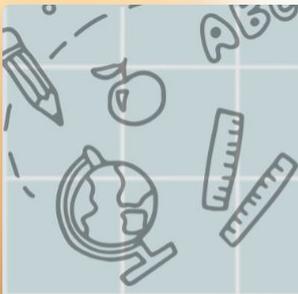


Welcome

BACK TO SCHOOL

5 BY FRIDAY - THURSDAY EDITION

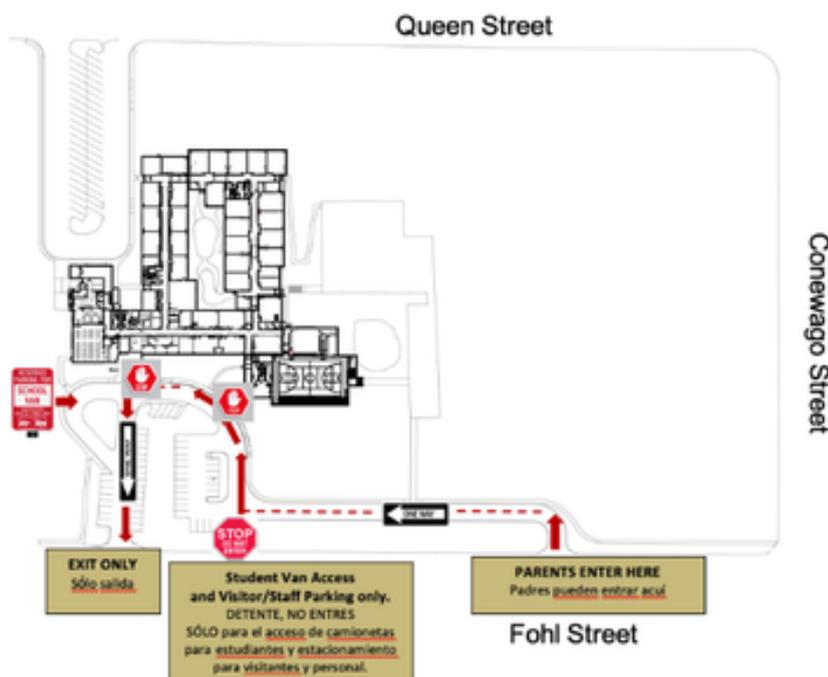


We continually work to update and streamline our procedures for those students who are transported to or from school by car. We ask that all parents (as well as those you may send to pick up your child) adhere to the procedures outlined below so that we can ensure the safety of all students and staff members. We've included a visual map as well to help you understand the process.



IMPORTANT REMINDER - Once you have entered the car line, you must stay in the car line until you are instructed to leave the school driveway. Cars should never attempt to swerve out of the line in order to leave before the car in front of them. Doing so poses a huge safety risk to students and staff.

Any time you plan to pick your child up at the end of the school day, we must receive a note from you! If you must call the school to change dismissal instructions, we ask that you do so before noon so that we have ample time to relay messages to your child's teacher. Please understand that **if we do not receive a note, we must send your child on the bus.** We can not rely on what your child may tell us verbally; we need verification from you as parent/guardian!



IMPORTANT SAFETY NOTE
Once in Line, Stay in Line!

Please be patient and wait your turn in line, leaving only when the car in front of you pulls forward to leave.

MORNING DROP OFF

- Parents dropping off students need to enter the long driveway parallel to Fohl Street (near where it intersects with Conewago St.). **Please stay within the car lane located closest to the sidewalk.** The other lane must be kept open for safe passage of school vans transporting students. Please **do not attempt to park in the parking lot to drop off your child** unless you must come into the office for something (see route on map designated by red arrows).
- The first parent to arrive will STOP at the designated marker (indicated on the map by a stop sign icon) near the doors leading into the office.
- **All students are to remain in their cars until given instruction by a staff member. Remember the entrance bell does not ring until 8:45 AM.**
- When given permission, students between the designated markers will **exit their car on the passenger side closest to the sidewalk.** At no time should a parent allow their student to exit their car on the driver's side. The probability of moving traffic in the other lane simply makes this option unsafe and is, therefore, prohibited.
- Once those students have entered the building, the cars between the designated markers will be given direction to leave and the next set of cars will pull forward. This process will continue to repeat until all students have entered the building. **At no time should you swerve into the other lane to leave before the car in front of you.** This practice is simply unsafe and will not be tolerated. Please be patient and follow the cars in front of you when leaving the school property.

Mid-Day Pick Ups and Drop OFFs

If you need to pick up or drop off your child after normal arrival time or before normal dismissal times, you are welcome to pull up to the front of the school, park, and come into the building. **Please remember we ask that when picking up your child during the school day you send a note with your child in the morning.** This gives the teacher advance notice about your intentions and helps the office locate your child in a more timely manner.



AFTERNOON PICK UP

- Parents picking up students need to enter the long driveway parallel to Fohl Street (near where it intersects with Conewago St.). **Please stay within the car lane closest to the sidewalk.** The other lane must be kept open for the passage of school vans transporting students. **Do not attempt to park in the parking lot** when picking up your child at the end of the day.
- The first parent to arrive will stop in front of the designated marker near the doors leading to the office.
- **Display your Car Tag! All parents receive a car tag with their child's name printed on it at the start of the school year. This tag must be displayed in the window on the passenger side of the vehicle so that staff members can see it clearly.**
- Walkers and car riders will be dismissed from the building at approximately 3:38 PM. (This time may be a little later on the first few days of school as we work to get all children where they need to be at the end of the day.)
- Students who are car riders will wait on the porch and will be dismissed in the order in which parents arrive.
- Students must enter their car from the passenger side door. Due to safety reasons, students will not be allowed to walk around the vehicle and enter from the driver's side. The probability of moving traffic in the other lane simply makes this option unsafe and is, therefore, prohibited.
- **At no time should you swerve into the other lane to leave before the car in front of you.** This practice is unsafe and will not be tolerated. Please be patient and follow the cars in front of you when leaving the school property.



Upper Adams Intermediate School

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