BANGOR AREA SCHOOL DISTRICT
Washington Elementary School
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

- **Morning Drop Off: Students are to be dropped off only in designated areas, near the Main Entrance doors. Please do not drop off your student at the back of the building.**
- **Dismissal Pick Up: 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.**
- **Remain in Your Vehicle: This gives us a clear view of your student entering or exiting the building and allows for the steady flow of traffic movement.**

HOW TO GET YOUR NUMBER AND CARD

- You must **come to the school with a photo ID to pick up your cards from the Main Office.**
- **Number cards are not sent or mailed home**.
- If you will be picking up your student on the **first day of school**, call the office **BEFORE** the first day of school, to schedule a time to come to the office to pick up your number card.
- 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. Please call the office to confirm your previously issued family number.

PROCEDURE NOTES

- EVERY **family** is assigned a number. This number is specific to your Washington students.
- **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.
- You must pick up your number cards **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, submit an Every Day/Regular Parent Pick-Up Form.
- If your student is NOT on the every day pick-up list, send a note or call the office no later than **1:30pm**.
- **Messages sent to teachers through ClassDojo will not be accepted as notification of parent pick-up.**
- **NO** parents will be admitted into the school **after 2:30**. After 2:30, you will have to wait in the traffic line.
- 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.
- **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 leaving with another family or caregiver.

MAP/TRAFFIC FLOW

***NOTE: Morning Parent Drop off and Afternoon Pick up traffic patterns are the same.**

- **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.** Five cars will be emptied/loaded at a time.
- **Exit (One way ONLY)** at the North side Exit (closest to Bangor).

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

Sincerely,

Amanda Borger

Mrs. Amanda Borger
Principal

(8-2026)