



## *Ambridge Area School District*

State Street Elementary, 600 Harmony Road, Baden, PA 15005 • 724-266-2833 • 724-869-7695 fax  
**Joseph W. Pasquerilla, Ed.D.** Superintendent **Jo Ann Hoover**, Principal

### **STATE STREET ARRIVAL and DISMISSAL PROCEDURES**

Dear State Street Families:

My number one concern is the safety of our students and staff. Due to the increase in car drop offs and pick ups, we are asking for everyone's cooperation in adhering to the following Pick Up and Drop Off Procedures.

We will continue the arrival/dismissal procedures as in years past. Below are the details of our arrival and dismissal times and procedures:

- 8:15AM to 8:35AM is the student arrival time.
- Academics begin at 8:35AM.
- Please do not drop your child off prior to 8:15AM. There will be no supervision available prior to 8:15AM nor will students be permitted to enter the building. Thank you for your understanding in this matter.
- Please send a written note to the Main Office prior to 2:00PM if your child has a change regarding transportation. Please do not text/email your child's teacher. The office keeps all written notes to refer to if need be.
- Please do not ask for your child to meet you at the ballfield, Terrace, etc. so they can be driven home. If you choose to park at the ballfield, Terrace, etc., please walk to the school to sign your child out.

#### **Arrival:**

- Car drop offs are to use the bus circle.
- If a car arrives in between buses, please continue to go around the circle.
- Please do not go around any bus or van when their flashers are on and the bus arm extension is out.
- **WALKERS always have the right of way when being escorted across the parking lot to enter the school.**
- The Guest Parking spots will be available for you to utilize. Please back into the spots so that you can pull out and have a clear view of what is in front of you.
- The front of the school sidewalk is the safest place to drop off children. Please pull up to the end of the sidewalk in front of the school. When this is done, we can get four cars unloaded at one time.
- Please have your child exit the vehicle from the right side so they can be safely on the front sidewalk.
- Please do not drop off your child anywhere along the fence in the circle; only drop off along the sidewalk. Signs are displayed on the fence stating that this is a "No Drop Off Zone".
- The circle sidewalk curb is painted yellow and there is a "No Parking" sign there too.
- There are barriers alongside the building. On the wall of the building, there is a "Stop" sign and a "Do Not Enter from 7:00AM - 9:00AM and 2:00PM - 4:00PM" sign.
- Staff do not have a visual on the side of the building.

- If your child is not ready to exit your car, please pull into a Guest Spot and walk your child to the front sidewalk.

Due to the high volume of drop offs in the AM, we are asking everyone to adhere to the above rules for a smooth procedure.

### Dismissal:

- ❖ There are three types of dismissal at the end of the day, and this is the order they have always been:
  1. Walkers: ONLY children who walk to and from school.
  2. Bus: ONLY children who ride the school bus to and from school.
  3. Car Pick Ups: ONLY children who get driven to and from school.
- ❖ Walkers are dismissed at 3:05 PM. The State Street Crossing Guard will walk with the children across the parking lot onto the sidewalk to either go up the hill or down the hill.  
**WALKERS always have the right of way when being escorted across the parking lot to go up or down the hill.**
  - \*All Kindergarten students who are walkers must be accompanied by an adult or older sibling.
- ❖ Buses are dismissed at 3:06 PM, according to the order in which they arrive to school.
  - \*If a car arrives in between buses, please continue to go around the circle.
  - \*Please do not go around any bus or van when their flashers are on and the bus arm extension is out.
- ❖ Car Pick Ups are dismissed at 3:15 PM. Car Pickups are to use the circle – not the side of the school. If you arrive in between buses, please continue around the circle and go behind the buses.
  - \*Car Pickups will be released from the building as their ride arrives, around the circle.
- ❖ The Guest Parking spots will be available for you to utilize. Please back into the spots so you can pull out and have a clear view of what is in front of you.
- ❖ The front of the school sidewalk is the safest place to pick up children. Please pull up to the end of the sidewalk in front of the school. When this is done, we can get four cars loaded at one time.
- ❖ Please have your child enter the vehicle from the passenger side so they can safely enter your car from the front sidewalk.
- ❖ Please do not pick up your child anywhere along the fence in the circle, only on the sidewalk. Signs are displayed on the fence stating that this is a “No Drop Off Zone”.
- ❖ The circle sidewalk curb is painted yellow and there is a “No Parking” sign there too.
- ❖ There are barriers alongside the building. On the wall of the building, there is a “Stop” sign and a “Do Not Enter from 7:00AM – 9:00AM and 2:00PM – 4:00PM” sign.
- ❖ Staff do not have a visual from the side of the building.
- ❖ If your child is not ready to enter your car, please pull into a Guest Spot and wait to escort your child to the car.

Due to the high volume of pick ups in the PM, we are asking everyone to adhere to the above rules for a smooth procedure.

Please call me at 724-266-2833, ext. 4213, if you have any questions and/or suggestions.

Thank you,

*Jo Ann Hoover*

Jo Ann Hoover, Principal