

Union Memorial Elementary School Arrival and Dismissal Procedures

In order to protect the safety of all students, please adhere to the following procedures for student drop-off and pick-up.

Drop-Off

- Please enter the drop-off lane utilizing the road that runs through the practice football field (see map). Please stay in the drop-off lane and follow the signs. Students will be dropped off near the overhang at the elementary school main entrance. Please do not park in the drop-off lane and do not get out of your car. If you need to enter the school in the morning, please park in the designated parking area and see security for school entry.

Pick-Up

- Those families interested in picking up students must fill out the pick-up information form included with this packet. Please enter the pick-up lane utilizing the road that runs through the practice football field (see map). Please stay in the pick-up lane and follow the signs. A school employee will greet you as you near the school, and you will be asked to show your pick-up placard and may be asked for identification. This placard will be made for you and any alternative family members based on the information you provide on the enclosed packet.
- You will then proceed to the overhang near the elementary school main entrance where a school employee will escort your student(s) to the car. Please do not park in the pick-up lane and do not get out of your car (unless you need to assist your student(s) with a car seat). If you need to enter the school, please park in the designated parking area and see security for school entry.

Should you need to make different arrangements for student pick-up because you or your listed alternatives are not available, you must call or provide a note to the school with specific details, including the name of the new pick-up person and make/model of their car. **Staff will ask for identification in this situation.** Arrangements for pick-up must be made with the school prior to 3:00 PM. If you are unable to make arrangements by this time, you can pick up students after 3:45 PM by parking in the designated area and entering through the main entrance. Students will not be released to anyone without a placard or proper arrangements being made by a parent/guardian with the school.

General Guidelines

- Student drop-off will take place from 8:15 AM until 8:45 AM. Student pick-up will take place from 3:15 PM to 3:45 PM. Should you need to pick-up or drop-off students outside these timeframes, please utilize the designated parking area and walk students to the main entrance. You will be greeted by security to drop-off or pick-up students in the vestibule.
- During the arrival/dismissal window, please **do not enter the lower lot**, as busses will be utilizing this space, and **only enter at the practice football field entry point**. Entering through the exit point may cause traffic congestion and potential safety issues.
- Scottie 3's pick-up and drop-off will remain the same, except parents will wait in the vestibule.
- Pre-K (AM) students will follow the same drop-off procedures for all students. Those parents electing to pick-up can park in the designated area and pick up students in the vestibule.
- Pre-K (PM) parents can drop-off by parking in the designated areas and bring students to the vestibule. Parents can follow the same pick-up procedures for all students.
- Please be courteous to other drivers.
- Remain vigilant and watch for other students.
- Please drive slowly.
- Please be patient. We want to implement a timely dismissal process, but ensuring student safety is our number one priority. Working together will help improve the process for everyone.

**Union Memorial Elementary School
Student Pick-Up Information**

Student(s)

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Primary Pick-up

Name _____

Alternate Pick-up

Name _____

Name _____

*Please note, we will only dismiss students to the individuals listed on this form. Should other arrangements need to be made for pick-up with someone not listed on this form, parents MUST call the school or provide a written note to the school on the day of pick-up by 3:00 PM. The school reserves the right to check identification and make any effort available to confirm the identity of any individual picking up students.

New Arrival and Dismissal Procedures To Begin April 3, 2018

- At this time, families have received two placards for student pick-up. Those placards can be used by anyone you listed as a primary or alternate pick-up person. As we continue to evaluate the effectiveness of the dismissal process, we will consider the use of more placards. Families are responsible for sharing the placards amongst themselves as needed. Reminder, students will only be released to individuals with placards or to those who have made prior arrangements with the school.
- Having a placard does not replace notifying the school of your transportation needs. For example, if your student typically rides the bus, but needs picked up from school one day, you must still call the school and notify us that he/she is being picked up.
- We have included the in-depth instructions handed out a few weeks ago, but we have also included a “cheat sheet” so you can have a quick reference guide.
- If you have questions, do not hesitate to call the elementary school office at 724-658-4775.

UNION MEMORIAL ELEMENTARY SCHOOL ARRIVAL AND DISMISSAL QUICK REFERENCE GUIDE

DROP-OFF

- Enter drop-off lane at the practice football field
- Stay in the lane and follow the arrows toward the school
- Arrival occurs from 8:15 AM – 8:45 AM

PICK-UP

- Enter drop-off lane at the practice football field
- Stay in the lane and follow the arrows toward the school
- Dismissal occurs from 3:15 PM – 3:45 PM
- Have placard on rear-view mirror ready for police/security inspection
- You may be asked for I.D.
- You must have a placard or have made arrangements with the school to pick up students.

