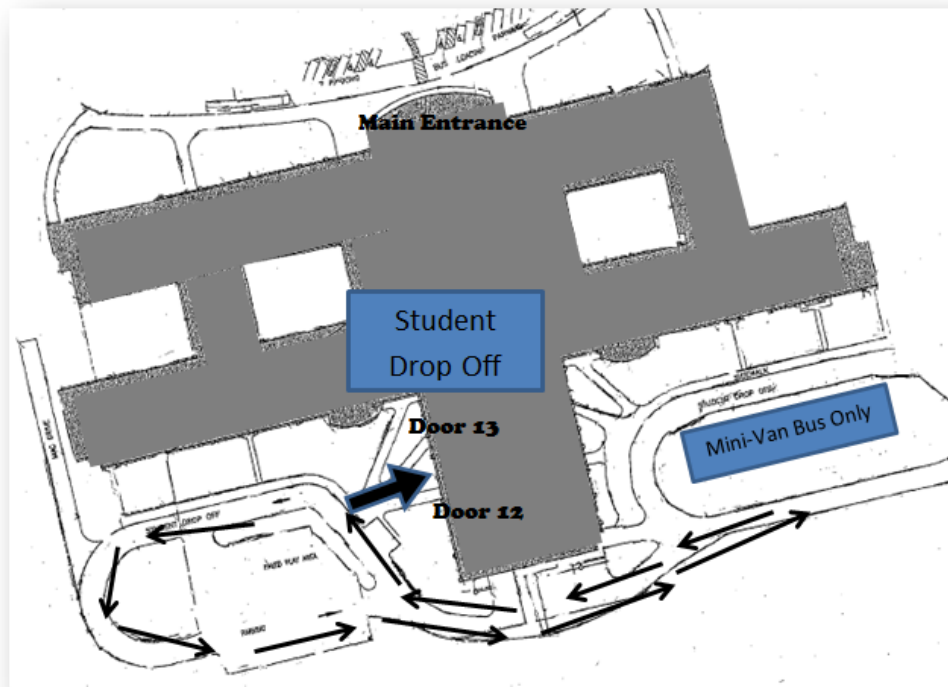


Morning Drop-Off Procedures:

- Please keep in mind that **Safety is our Number 1 concern!**
- The 5th/6th Grade Center cafeteria doors (#12-13) are open for parent drop-off between 8:30 a.m. to 9:00 a.m.
- It is imperative that there be one car line in the rear of the building to keep traffic moving.
- Please drive under the posted **15 mph speed limit** and drop off your child as safely as possible.
- Students should **ONLY** exit their vehicles within the designated drop off area.
- Please pull as far forward in this drop off area before having your child exit your vehicle.
- Each morning Spring-Ford staff will greet each student as s/he exit your vehicle.
- Students should exit vehicles from the passenger side (This is the side opposite the moving traffic flow.)
- If your child **MUST** exit from the driver side, please verify that it is safe for them to exit, assist your child from the vehicle, and walk them around the front of your vehicle to the drop off area. (There may be moving vehicles on the left of your vehicle, so please be careful while doing this.)
- At exactly 9:00 a.m. school staff members will enter the building and secure the cafeteria doors. Students being dropped off after this time should be driven to the front of the building (Door#3) and escorted to the office by their parents where they will receive a tardy slip.
- For the safety of the entire school, school staff members have been instructed not to reopen the doors once they have been locked.



After-School Pick-Up (3:40 p.m.-4:00 p.m.):

Student pick-up time is from 3:40 p.m. to 4:00 p.m. each day. Students being picked up at the end of the school day must be **signed out** in the rear of the building on the 5th/6th grade side cafeteria entrance (Door #12). This door will be opened at 3:35 p.m. each day to begin the sign-out process. Please park in a designated parking spot in the rear of the building and enter through Door #12 to sign out your student. **NO PARKING IS PERMITTED ANYWHERE ALONG THE CURB.** To ensure safety, students will only be released to a parent, guardian, or someone designated by a child's parent. The adult picking up the student should be prepared to show proper photo Identification prior to the student being released.

Parents are requested to send in a note with their child on the day of the parent pick-up, which includes the student's name and who will be picking them up. Notes will be used to generate a sign-out list each day. In the event that you need to pick up your child at dismissal, but were unable to send in a note or need to change the person picking them up, please call the front office (610-705-6003) to have their name added to the list.

***If you are planning to pick up your student on a recurring basis, please fill out a recurring student pick-up form, which can be found on the 5th/6th Grade Center Website (**Electronic School Bag>First Day Packet>5-6 Grade Specific**)

After 4:00 p.m., all remaining students will be brought to the front office for pick-up. Parents are asked not to enter the bus lane, which is the driveway directly in front of the 5th/6th/7th Grade Centers. This area is off limits to vehicular traffic during morning drop-off time (8:30 a.m. to 9:00 a.m.) and for the afternoon bus pick up time (3:30 a.m. to 4:05 p.m.). Parents are asked not to enter the bus lane with their vehicles during these times as this creates a potential safety hazard for our students.

