



## FIVE POINTS ELEMENTARY SCHOOL

363 Five Points Richmond Road

Bangor, PA 18013-5267

Telephone: 610-599-7015

Fax: 610-599-7042

Cara McCormick

Principal

### Parent Pick Up Information 2023-2024

Dear Parent(s)/Guardian(s),

Parent pick up will occur on the side of the building as illustrated on the traffic map on page three. Students will be dismissed at 2:50. Below is the procedure for parent pick up:

#### CAR NUMBERS

- Every family has been assigned a number. This number is specific to your family. Every child in your family will have the same number. Please save your card even if you do not anticipate picking your child up from school.
- Display your family number on your dashboard or hold it up.
- If you are picking up a child from another family in addition to your own child, you must display both numbers.

#### MAP/TRAFFIC FLOW

- Enter from Five Points Richmond Road and use the right lane into the side parking lot.
- Proceed to the lane on the side of the building. A cone will be set up to indicate where the first car should always pull up to.
- See the traffic pattern map on page three.

#### PROCEDURE NOTES

- If your child will be picked up every day or consistently picked up certain days every week, please complete the form on page four. **This form must be completed annually if you are consistently picking up your child.**
- If you are picking up your child on a certain day and they are not on the everyday pick-up list, you must send a note or contact the main office no later than 1:30 p.m. to pick up your child at the end of the day. **Messages sent to a teacher on Class Dojo will not be accepted.**
- No parents will be able to pick up their child in the main office after 2:20 p.m.
- **Parents/Guardians are permitted to arrive no earlier than 2:30 p.m. for parent pick-up to maintain a safe and secure environment for all students and staff members.**
- Display your number on your dashboard or hold it up. If you do not have your family number, we cannot release your child.
- A staff member will escort your child(ren) to your car.

- If a student is going home with another family, or if anyone other than a parent or legal guardian is picking your child up, a signed note must be provided to the office.
- No students will be dismissed to vehicles while the line is moving.
- If you must buckle your child(ren) into a car seat, please do so as quickly as possible to keep traffic flowing smoothly.
- REMINDER - Any adult may be asked to show ID and verify vehicles/students.

#### HOW TO GET YOUR CAR NUMBER

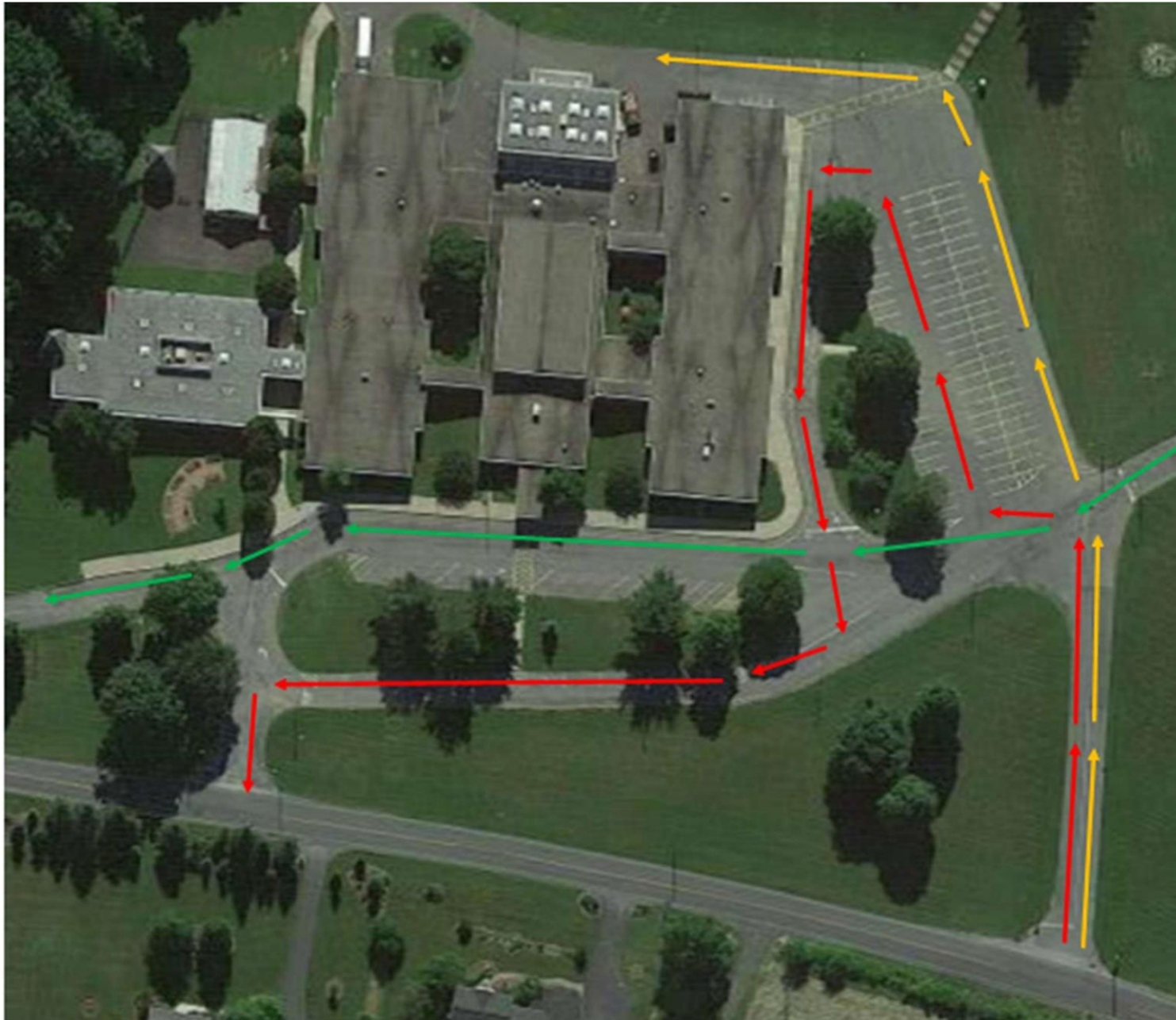
- If your child(ren) will be participating in parent pick up beginning on the first day of school, you can bring the completed form on page four to the main office starting Monday August 7<sup>th</sup> between 8:00 a.m. – 3:00 p.m. It is important that those families who will be picking their child up on the first day of school obtain their car tag prior to the first day.
- New car tags will only be given to 1<sup>st</sup> and 2<sup>nd</sup> grade students upon request, unless they are new to Five Points. All Kindergarteners will be given their tags at orientation or on the first day of school.

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

Sincerely,  
Cara McCormick  
Principal



## Five Points Elementary Dismissal Traffic Patterns



### Traffic Pattern Key

Van Traffic



Parent Pick-up Traffic



Bus Traffic



### Procedure Guidelines

- Traffic patterns must be strictly followed.
- Parent must yield for all bus and van traffic to not delay dismissal.
- Parent must always remain in their vehicle.

## Consistent Parent Pick Up Contract

Please complete the below information if your child is going to consistently participate in the parent pick up program. All children in the family attending Five Points can be noted on one form.

Student Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_  
(First Name) (Last Name)

\_\_\_\_\_  
(First Name) (Last Name) Grade: \_\_\_\_\_

My child(ren) will be parent pick up on the following days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

**\*\*Please check all that apply.\*\***

If you are also picking a child up at Washington, please indicate one of the two options below:

- I will be picking up at Five Points first.
- I will be picking up at Washington first.

If there is ever a need to change the above plan, the office must be notified no later than 1:30 p.m. the day of the change. Your child will not be sent home on a bus on a day that parent pick up is indicated unless the office is contacted. Students will not be released to anyone other than the parent or guardian unless written permission is provided by the parent. If a student will consistently be picked up by someone other than a parent/guardian, please list their name(s) on the back of this form.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use only:

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Grade/Teacher: \_\_\_\_\_

Card number: \_\_\_\_\_