



## FIVE POINTS ELEMENTARY SCHOOL

363 Five Points Richmond Road

Bangor, PA 18013-5267

Telephone: 610-599-7015

Fax: 610-599-7042

*Courtney Lepore, Ed.D.*

*Principal*

### Parent Pick Up Information 2020-2021

Dear Parent(s)/Guardian(s),

In order to decrease visitors entering the building at the end of the day, we will be implementing a new parent pick up procedure that will allow parents to remain in their vehicles. Parent pick up will occur on the side of the building as illustrated on the traffic map on page three. Parent drop off will remain the same as last school year. 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.
- Display your family number on your dashboard or hold it up.
- Send in a note if you or another person will be picking up your child.
- If you need to pick up your child and have not sent in a note, you must contact the main office by 1:30 p.m. to participate in the parent pick up program.
- If no number is displayed, you will have to get out of line.

#### MAP/TRAFFIC FLOW

- Enter from Five Points Richmond Road and use the left lane in 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 is to be on the everyday or on a regular pattern pick up list, please complete the form on page four.
- If your child is not on the regular pick up list, you must send a note or contact the office not later than 1:30 p.m. to pick up your child at the end of the day.
- No parents will be able to pick up their child through the front office after 2:20 p.m.
- 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, a signed note must be provided to the office.
- The first five (5) cars are filled & dismissed. Line moves forward.
- 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) are going to participate in parent pick up starting on the first day of school, you can bring the completed form on page four to the main office starting August 3<sup>rd</sup> between 8:00 a.m. – 3:00 p.m. In the summer, the office is open Monday through Thursday. Mrs. Gerrity will issue the family car tags to you to ensure you have it for the start of school. 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.
- All other car tags for students who are not regularly participating in the parent pick up program will be sent home with the oldest K-2 student in the family on the first day of school.

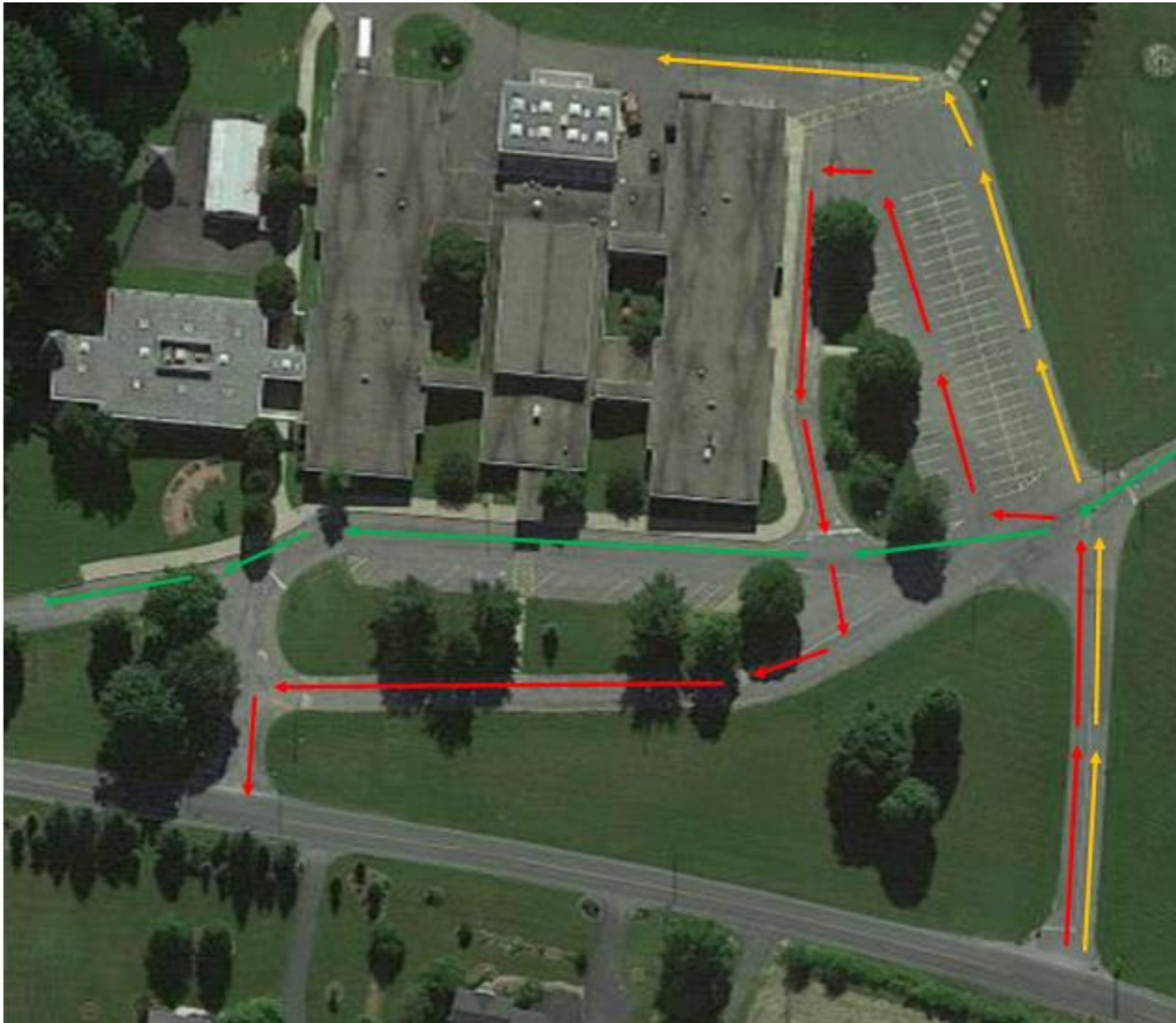
I appreciate your cooperation and support of our procedure and look forward to a successful school year!

Sincerely,



Courtney A. Lepore, Ed.D.  
Principal

## Five Points Elementary Dismissal Traffic Patterns 2020-2021



### Traffic Pattern Key

#### Van Traffic



#### Parent Pick-up Traffic



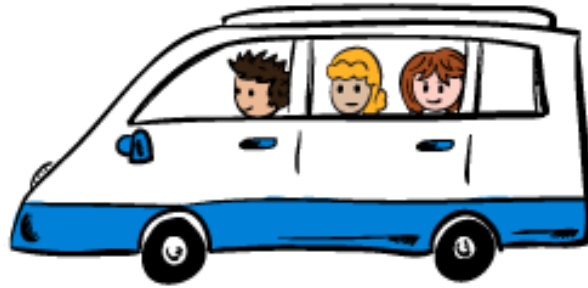
#### Bus Traffic



### Procedure Guidelines

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

# 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. If you plan on picking your child(ren) up on the first day of school, please bring this form to the school starting August 3<sup>rd</sup> between 8:00 a.m. – 3:00 p.m. The office is open Monday through Thursday during the summer.

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

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

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 a Five Points first.
- I will be picking up a 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.*