



## \*NEW\* After School Pick-Up Procedures



Dear Parents/Guardians,

Due to the recent safety issues, we at WV Elementary, feel it is essential to change our procedure for student pick-up at the end of the school day.

Please adhere to the following rules at all times for the safety of our students! Your cooperation is vital and appreciated. Please bring patience and courtesy with you!

Starting Monday, March 19, 2018

1. Student sign-out will be from 2:45-3:00pm from the vestibule. If your student is not on the walker list, a note is still required to the office by 11:00AM to be added to the list.
2. Parents/guardians will NOT ring the bell to come in the building but will see the assigned staff to sign the dismissal sheet. \*Authorized pick-up will need to show ID or Vikes Pick-up card that was assigned to your child.
3. Upon signing the sheet, all parents/guardians MUST stand in the designated area to the right of the doors. DO NOT STAND IN FRONT OF THE DOORS!
4. Your child will be dismissed to you and you may leave.
5. Proceed to your car as quickly and safely as possible; remembering speed limit is 5 mph in and out of parking lot and lane. Please do not park in the bus lane in front of the school, the designated fire lane, the hill by the gym, or posted no parking areas, when picking up your child.
6. If you arrive later than 3:00pm, you must wait in your car, in a parking spot, until the first busses leave the front of the building. You will then RING the door bell, be identified, and proceed to the office.

We thank you for your support in this matter. This is a huge safety concern for our students and some parents have become very care-free with following our current procedures.

If you have any questions, please feel to contact me at 717-647-2167 ext 2208.

Thank you,

Judy Schappe  
Assistant Principal