



825 N. Easton Road | Glenside, PA 19038 | 215-881-2000 | Fax 215-884-9816

December 2015

Dear Parents and Guardians:

Please note the following changes to our **DISMISSAL** procedures, which will begin December 22. The changes affect only bikers, car riders/parent pick-up, and walkers who head to the north of the school. Procedures for bus riders and walkers across Easton Road remain the same.

These changes are to further ensure safe supervision of dismissal and provide provisions for inclement weather. Changes are highlighted below.

- DISMISSAL begins at 3:20 PM.
- BUS RIDERS are escorted by teachers to bus lines in the gym where staff supervises dismissal. Students may only ride their assigned buses; changes in buses may not be made for visits with friends, scouts, etc.
- WALKERS line up in the main hallway outside the office and are then directed by staff to the Crossing Guard stationed at the light on Easton Road. Walkers who travel to points north of the school are directed by staff from the middle exit on the B-side to safely use the cross walk across the B-side parking lot.
- BIKERS exit ahead of the car riders from the middle exit on the A-side of the building to retrieve their bicycles. Bikers must wear helmets and walk their bikes to the Crossing Guard to leave school grounds.
- CAR RIDERS (2 Options) Kindergarten and grade 1 dismiss from the side exit near the kindergarten playground. Grades 2-6 dismiss from the middle exit on the A-side of the building (next to the bike rack). *Siblings of kindergarteners and first graders may exit together through the kindergarten side exit.*
  1. Parents/guardians may use the DROP OFF/PICK UP LANE to pick up their child in the DROP OFF/PICK UP ZONE. Staff escorts students to the DROP OFF/PICK UP ZONE to wait along the sidewalk for their parent/guardian's car to arrive in the DROP OFF/PICK UP ZONE. Students must enter cars from the curbside and only when their parent/guardian's car is stopped in the DROP OFF/PICK UP

(see over)

ZONE. Drivers must remain in their cars at all times. Parents/guardians should turn on their car's hazard lights if their child needs staff assistance to enter the car.

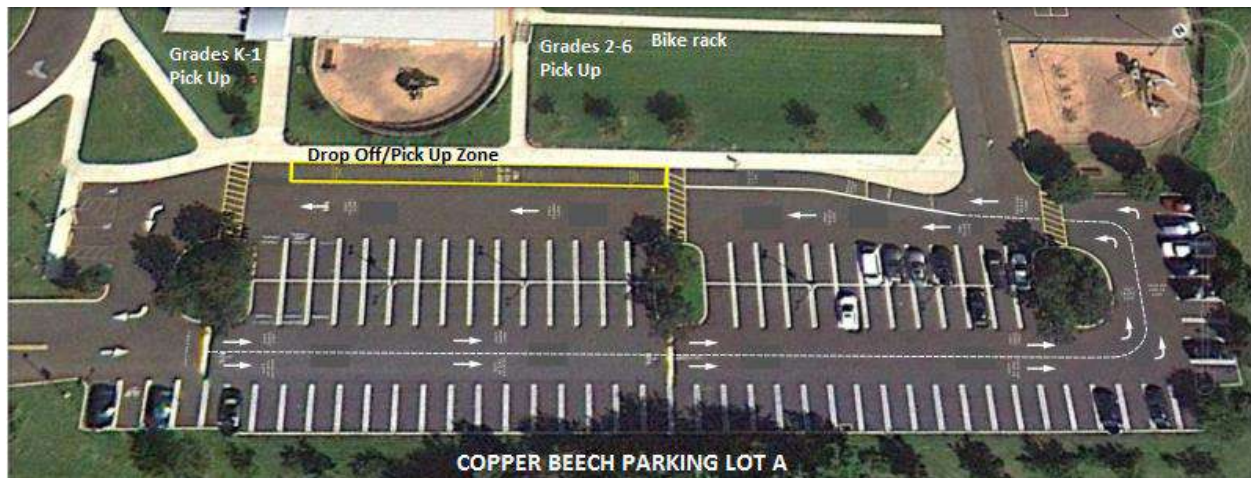
2. Parents/guardians may use the THRU LANE to park their cars in a visitor spot and meet their child at the appropriate PICK UP areas:

- Grade K and 1 (and siblings): the side exit near the kindergarten playground
- Grades 2-6: the middle exit on the A-side of the building near the bike rack

Parents/guardians should use the sidewalk along the side of the building to pick up and escort their child back to the crosswalk from the PICK UP areas to their parked cars. Parent may then use the THRU LANE to exit the parking lot.

- CHANGES to a student's dismissal routine are not permitted without written notice from the parent to the teacher/office. Advance notice of changes precludes problems and miscommunication at dismissal. If a parent must make a last minute change to a child's dismissal plan (i.e. during the school day), please call the office rather than sending an email. This will ensure the message was received in case the teacher did not have an opportunity to check email before the end of the day.

#### ***Traffic Flow in Copper Beech Parking Lot A***



Please be patient with us as we adjust to the new procedures. We anticipate a slight delay initially, but we are sure that everyone's cooperation will keep the transition smooth.

Sincerely,

Stephanie Viola  
Principal