**Paul B. D. Temple Elementary Drop-Off/Pick-Up Refresher Letter**

February 2019

Dear Temple Elementary Families,

Our goal at Temple Elementary is to keep every student safe and have a smooth process for our student arrival and dismissal procedures. In order to have an efficient process, we ask that you review the following procedures.

***Drop-Off Procedures***

**\*Students should not be dropped off prior to 8:30a.m.** Our doors open at 8:35a.m. for breakfast and to start the school day. We have staff supervision outside beginning at 8:30a.m.

**\*Please follow the arrows, pull up in the drop-off loop,** and have your child exit your vehicle from the passenger side of your car. Please **DO NOT pass the car in front of you.** You will need to wait until the line moves and exit single file. Our loop is **ONE WAY.** Please follow the arrows and traffic signs. There is **no parking or waiting in your car in the loop.** Your child should exit your vehicle as soon as you pull up.

**\*If you arrive after 9:00a.m., you must sign your child in at the Main Office,** and they will be marked tardy.

***Pick-Up Procedures***

**\*Students who are getting picked up will be dismissed each day at 3:15p.m**.

\*If you are planning to pick-up your child, you need to have your vehicle registered with the front office. **We will NOT release** any student to a vehicle without a number card.

\*When you arrive, please pull all the way up in the pick-up loop. Please be sure **your pick-up number is clearly displayed in your front windshield.**

**\***Our staff will bring students to each vehicle in the loop. Students should enter your vehicle on the passenger side. **PLEASE BUCKLE YOUR CHILD IN A TIMELY FASHION.**

\*Our parking lot is one way. Please follow the arrows and traffic signs.

\*If you have an early dismissal, you will need to send in a written note that morning. You will also need to sign your child out, at the Main Office.

\*All transportation changes must be made prior to 2:00p.m.

You can register your vehicle at the Main Office with Mrs. Armstrong. Please join the **Falconer Central School District Facebook** page and view the Drop-off/Pick-up Video.

Sincerely,

Mrs. Holly Hannon, Principal