Dear Parents/guardians,

I hope you had a great summer with your families. As we approach the start of school, I want to inform you about the changes in arrival and dismissal for the 2019-2020 school year at Forge Road Elementary. In addition, you will find everything you need to know about where students line up before school, so your child is prepared for the first day.

As you are aware, workers have been busy upgrading our parking facilities and implementing an access road from Duke Street to our existing parking lot. These necessary improvements to our facility will make the arrival and dismissal procedure more effective, safer, and a better experience for our families. Below are the changes that you will see when you visit us this school year, along with the outlined procedure for all types of student arrival & dismissal. I look forward to seeing you on the opening day of school. I know we will have another great year! As always, don’t hesitate to contact me with questions or concerns at [james\_hale@pasd.us](mailto:james_hale@pasd.us), or by calling 717-838-1331 option 4.

Sincerely, Mr. Hale

Car Drop off in AM: You are asked to use the new access road in the morning entering on South Duke Street. Once you enter the access road from Duke Street, the road is one-way only. Please proceed until you see three spaces for a drop off area that will be closest to the existing parking lot. There will be a support staff member assisting in the process. If a space is available, the monitor will instruct you to park in a space. At this time, students will exit from the passenger side of your vehicle to the sidewalk area and enter the playground through a gate that is adjacent to these parking spots. All other cars should wait in a line patiently behind these parking areas. After a series of ***five*** ***cars*** drop off their children, the cars will exit through the existing parking lot and continue off of school grounds via Prince Street.

After the series of ***five cars*** drop off students, the next ***five cars*** in line will pull up to the designated area to repeat the procedure, and so on, until all of the students have exited cars from the access road. Please note: During the morning arrival and afternoon dismissal of students, **Prince Street will be an exit-only area**. *You will not be able to enter Prince Street to the school parking lot until 9:15*. In addition, **the access road** *will only be available for use at arrival 8:30-9:00, and dismissal, 3:15-3:45. It will be closed to travel during school hours of 9:00-3:15. It will also not be available for use during the evening after 3:45 until the start of the next school day at 8:30 in the morning. The access road will not be available for use during the weekend. This maintains the safety of our students so they can cross the roadway during recess or during community use on nights and weekends.*

Picking Up During the School Day: Since the Access Road will not be available during the school day, Parents are instructed to access the school parking lot from Prince Street, which is only one-way during arrival and dismissal times. Once you enter the parking lot area, there will be designated areas to park that will be separated from staff parking. Once you pick up your child, you may exit the parking lot the same way you entered, via Prince Street. Again, the ability to use Prince Street to go directly to the parking lot and back out to Prince Street are during school hours of

*9:15-3:15.*

Bus Students:

Bus Students will arrive and be dismissed from Forge Road. Busses will enter the grounds and turn into the bus lane area where a monitor will assist the children to the playground areas. Access to the bus lane and school grounds from Forge Road will be limited to school vans and busses only. Parents may not enter the school grounds from Forge Road. Access will also be denied from the parking lot area to Forge Road. The front of the school is designated for busses and vans only.

Walkers:

All walkers will report to a playground when arriving to school.

“See Designated Areas for Students before School”.

All walkers will be dismissed to the front playground area of the school where they can walk through the gate to the Forge Road sidewalk area. Walkers will not be permitted to cross the Forge Road Access area at 3:30 since some parents will be in the process of picking their child up by car. If you plan to meet your child and walk home with them, please make arrangements to meet them on the Forge Road sidewalk, near the playground gate, or at the sidewalk adjacent to the playground that leads to Forge Road.

Designated Areas for students before school:

Once your child arrives to school as a walker, car rider, or bus student; they will be instructed to report to either the front playground that faces Forge Road or the back playground that faces the ball fields. Students in grades 1 and 2 will report to the front playground where a monitor aide will be present in order to assist and line students up by teacher and grade level. When the time comes to enter the building, the monitor aide will escort the students into the building from the sidewalk area that leads to the top of the 2nd through 5th grade hallway. Students in grades 3, 4, and 5 will line up on the back playground. A monitor aide will be there to assist and line students up by teacher and grade level. Fourth graders will be led into the building at the door closest to the access road that leads to room 5. Third and Fifth graders will enter the building using the doors closest to rooms 17 and 18.

Car Pick-ups in PM:

If you choose to pick your child up after school has concluded for the day, you may start to access the road at 3:15. Please observe the same procedure as you did for our drop off procedure. Cars will proceed forward until they reach the five designated parking areas. Students that are being picked up will stand safely with the monitor until their parents arrive to one of the five areas. At this time, they can enter the car which will proceed through the parking lot area and exit onto Prince Street. The next five cars may pull up at this time. We will repeat the procedure until all students have been safely given to parents in cars. The procedure should mirror the Car Drop Off in the A.M. The monitor will be there to assist families and make sure students are getting in the correct car.

To help communicate with everyone more effectively, this information will also be included on our school website, and a reminder will be sent using our school Twitter account. If you haven’t signed up for our school twitter account, please go to [www.twitter.com](http://www.twitter.com), sign up, and follow us at Forge Rd Elementary@ForgeElem.