

Aug 16, 2021

Greetings Parents/Guardians,

Please take a moment to review our arrival and dismissal procedures. These procedures have been developed to ensure safety for all students and staff. I ask for your patience and cooperation as we work together to ensure a safe and orderly arrival and dismissal.

Arrival:

- Buses will drop students off in the front of the building.
- All parent drop off will take place in the back of the building at the Kiss and Ride. Staff members will be present to receive your students, monitor mask and distancing regulations, and assist students into the building and to their classrooms.
 - Parents will not be permitted to enter the building.
- No vehicles will be permitted to enter the front parking lot from 8:45AM to 9:25AM
- Students will report to their classroom for breakfast starting at 9:00AM.
- **For students arriving after 9:25**, parents will need to park in the front of the building and come into the building to sign their child in.

Dismissal:

- **Early Dismissals must be done prior to 2:45PM**. Students will not be released after that time. Any parent wishing to request an early dismissal must call the school at 240-684-6210. Staff will prepare the child and meet you in the front of the building.
- After 2:45 parents picking up students will be asked to wait in the back by the Kiss and Ride until students are walked to the back at dismissal.
- Bus riders will be released first to go to the cafeteria and main lobby. They will be lined up, by bus, and monitored by staff until their bus arrives.
- Walkers will be released next to exit the building by the Community Center or the back of the building.
- Once all bus riders and walkers have exited the classrooms, teachers will escort their car riders and back door parent pick ups to the back of the building.
- **All parent pick ups** will take place in the back of the building by the Kiss and Ride. Please carefully read the following procedure.
 - Parents wishing to walk up to pick up their child/children should park in the 1st lot (closest to the community center) and walk up to the Kiss and Ride. No Parents will be able to park in the second lot (closest to the school). This will be blocked during dismissal.
 - Parents wishing to pick their child up in their car will enter the rear parking lot and drive toward the Kiss and Ride. A staff member will guide you. We will load cars into two lanes, filling the entire loop, stopping at the end of the bottom lot. Once all cars are stopped, students will be released to load into cars. When students are in the cars, we will release the cars to exit the parking lot.
 - **Please be patient as we are guiding cars into the correct lanes**. This process is to ensure students are not moving between moving vehicles and to ensure that traffic is not backing up on the street.



Berwyn Heights Elementary School

Creating life-long learners serving the global community.



- **All parents should wear a mask as they wait for their child and adhere to CDC social distancing guidelines.**
- If you prefer not to wait in the loop, please park in the first lot and walk up to receive your child. Students will not be released to walk to the first lot alone, as we do not want them moving through the cars without an adult.
- If you are driving in and we have traffic stopped, please wait until we release the first loop of cars. We will then signal you to enter the loop to pick up your child.
- If your child is not outside when we are dismissing the first loop of cars, we will ask that you pull into the first parking lot.

We thank you for your support and patience as we start the new school year.

Respectfully Yours,

Amanda J. Alerich

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Principal

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