

MOUNTAIN VIEW ELEMENTARY SCHOOL

400 Gibbel Road

Harrisburg, Pennsylvania 17112

Phone: (717) 657-8585

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Ms. Melissa Grady, Principal




****With this letter, you will find four copies of the assigned number for your child. Please share copies of the numbers and this information with people you have authorized to pick up your child. If you still have your numbers from last year please throw them away.**

2023-2024 Mt. View number cards must be displayed on the driver's side of the dashboard.

Parents will need to send in car rider notes. If you would like to have your child, be a permanent car rider, please send in a note stating that. Throughout the year if you want to change how your child gets home, a note must be provided in the morning.

Mountain View Morning Car Drop-Off Procedures



- **Doors open and drop off begins at 8:45am.** If you are dropping your child off, please follow these steps to ensure all students are safe as they exit your car, and to keep the flow of traffic moving in the morning. Parents & visitors will not be permitted into the building, even the first day of school.
- As you enter the school driveway from Gibbel Rd., follow the drive to the left toward the front **Lower Parking Lot**. *(Only busses are permitted to pull up to the front doors of the school.)*
- Follow the diagram above, stopping to let your child out of the car at the sun icon. 
- Drop off should include a quick goodbye as your child exits the car and heads up the sidewalk toward the school. Safety Patrol will assist students getting to the building safely. *(This pull up and drop off location is not the place for parents to exit their cars.)*
- Please do not let your child out of the car, even if there is a line of traffic before you reach the staff at the designated area.
 - We don't want to risk student safety if they are running through the line of traffic.

Students must be in their classrooms by 9:00am to be on time. If you arrive in the driveway after 8:59am, please bring your child to the main entrance to sign them in.

Mountain View Afternoon Car Pick-Up Procedures



- **Dismissal begins at 3:45pm.** If you are picking up your child from school, please follow the steps below to ensure student safety and an orderly dismissal.
- As you enter the school driveway from Gibbel Rd., follow the drive straight toward the **Playground**.
 - There is a gate that will prevent cars from driving to the pickup area. The gate will be opened every day at approximately 3:30pm. Once the gate is open, simply follow the arrows on the ground to the numbered pickup spots.
 - Each car should move forward to the empty space where the children will enter the vehicles when it is your turn in line.
 - Once you have your child you will leave the parking lot via the same way you entered and **turn right into the lower parking lot** and follow on to Gibble Avenue. *(Only busses are permitted to pull up to the front doors of the school.)*
- If you do not have your number, you will be directed to a parking space. You will then have to go to the office and present identification before your child can be dismissed.

We encourage each parent to adhere to the following suggestions:

- To maximize space, please move your car forward as close as you can to the car in front of you.
- Do not arrive at the pickup area until 3:25.
- Always stay in the lane of legal traffic flow, even while on school property. If there is a bus in front of you, do not attempt to pass it.
- If you need additional number cards during the school year, please notify the office.
- Please ensure your child knows his or her car rider number prior to the first day of school.

For students who have an **early dismissal**, parents must park in our lower parking lot and come into the office to pick up your child. Please remember to bring identification when picking up your child for an early dismissal. **It is highly encouraged that all early dismissals are scheduled prior to 3:00pm.**

For **AM Kindergarten dismissal**, when arriving please park in our lower lot and walk to the building entrance where you will wait outside until the teacher arrives with the students. Once the teacher arrives, please show your number to the teacher who will then release your student to you.

Your cooperation with our pickup process is appreciated to make this a safe and efficient system. Please make sure to share this information with any authorized family member who picks up your child.