

WEST HANOVER ELEMENTARY SCHOOL

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"Learn Like A Champion Today"

*Dr. Carol Johnson
Superintendent*

*Lewis J. Correale III
Principal*

West Hanover Elementary School 2017 – 2018 Car Drop-Off and Pick-Up Procedures

To keep our students as safe as possible during arrival and departure times, West Hanover Elementary will continue to use the established drop-off and pick-up procedures.

If you are in a motorized vehicle, please drive slowly at all times through the driveway and parking lot. ***Due to the addition of the portable classrooms on our lower playground, please be aware of the new traffic pattern this year!*** As always, a note should be provided if your child will be a car pick-up.

Morning Car Drop-Off

Starting at 8:45 a.m., you may drop off your child at the lower porch of the school. After 9:00, your child must be accompanied to the office through the main entrance (upper level). Your child will be marked tardy.

- Form a single line of cars beginning at the lower porch for drop-off. Do not double park to drop off your child, as it is very dangerous to allow children to walk between cars. Please pull up as far as you can along the curb.
- **Do not leave your car unattended in the drop-off area, even for a few minutes. This backs up the drop-off line.** If you need to come in the building, park in the main parking lot on the upper level.

Afternoon Car Pick-Up Number System

Students who are car pick-ups will begin being dismissed at 3:40. **Please do not arrive more than 5 minutes prior to this.** At dismissal time, teachers cross reference assigned pick-up numbers on approaching cars to the list of students, and then call children (who are seated in the lobby) to the pick-up area.

- Only cars with official West Hanover car pick-up cards will be allowed to pick up children. If you do not have your assigned pick-up number on the school issued card you will be asked to sign-in in the office to pick up your child.
- Numbers have changed this year as our population has changed!!! It is imperative that the CURRENT, OFFICIAL, West Hanover car pick-up card is used.
- Cards for 2017/2018 will be printed on BLUE cardstock!!! Only BLUE cards will be accepted.
- Green or orange cards will not be accepted this year. If you present a green or orange card, you will be directed to the office to sign your child out.
- Make sure your child knows your NEW car pick-up number and listens carefully in order to be in the right spot when you arrive.
- If your child is not available when you arrive at the car pick-up area you may be asked to pull ahead to the playground area to wait for your child. This helps prevent excessive delays while teachers relocate children to the right place.

While waiting in line:

- Please remain in your vehicle as you will need to move up frequently.
- Please pull up as far as you can along the curb and close to the car in front of you.

Your number cards are included. Please display one on the **passenger side** of your car and make sure it can be easily seen. Another one can be given to your child to keep in his/her backpack. You are the only one in the school who has this number for the 2017-2018 school year. Extra numbers have been included so you may share them with others who may pick up your child. Thank you for your cooperation and patience!