

Chambers Hill Elementary School 2023 – 2024 Car Drop-Off and Pick-Up Procedures

Each child/family has been assigned a car rider number for the 2023-2024 school year that is included in your class assignment packet. You are the only one in the school who has this number for the 2023-2024 school year. Extra pick-up cards have been included so you may share them with others who may pick up your child. Please keep pick-up cards ready and available to have when you need to pick up your child as a car rider. Your child is assumed to be a bus rider unless a note is received stating otherwise. If you have been a car rider in the past, a new note is needed for the 2023-2024 school year.

Morning Car Drop-Off

Starting at 8:45 am you may drop off your child in front of the main entrance. All students need to be seated in their classrooms by the 9:00 am bell or they will be marked tardy. The front doors will be closed and locked at **8:55 am**. You will need to press the button and wait for someone in the office to admit you into the building if you arrive after that time.

- Form a single line of cars next to the sidewalk for drop-off.
- Pull up as far as you can along the curb. Remain in your vehicle.
- Do not park your car 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 nearby spaces.

Afternoon Car Pick-Up

Staff will begin dismissing car riders at 3:45. Please display the pick-up card on the driver's side of your car for staff members to record your pick-up number for dismissal procedures.

- Only cars with official Chambers Hill issued pick-up cards will be allowed to pick up children. Pick-up numbers change yearly.
- If you do not have your card, you will be asked to park your vehicle in a parking space, wait until the car rider line is finished, then sign-out in the office with photo ID to pick up your child.
- Make sure your child knows their pick-up number.
- **A note MUST be sent in notifying the teacher that your child(ren) will be a car rider.**
- It is highly encouraged that all early dismissals are scheduled prior to 3:15.

Please see the map on the reverse side for further information

Chambers Hill Elementary School

6450 Chambers Hill Road
Harrisburg, PA 17111
717-561-1655

Drop Off 8:45-8:55 am
Pick Up 3:45-3:55 pm

Playground

