



# Valley Forge Elementary School

99 Walker Road | Wayne, PA 19087  
(610)-240-1600 | [www.tesd.net](http://www.tesd.net)

August 2019

Dear Parents & Guardians,

Creating a safe situation for students' arrival and departure from school is of utmost importance. The procedures outlined below for Parent Pick-up and Drop-off should be followed at all times.

## **Parent Pick-up and Drop-off Procedures:**

**The speed limit on Walker Road is 25mph. Within the school zone, the speed limit is 15mph and 10mph in the parking lot.**

### **ARRIVAL**

- School starts at 9:10 a.m.
- As you enter the school driveway from Walker Road, please form a single line in the far right side of the driveway and proceed to the front entrance of the school.
- Do not enter the bus circle area. The bus circle is for buses only. Please wait in a single line until you can safely drop off students at the front entrance. Even if the buses appear to have already arrived, please do not enter the bus circle area.
- Pull all the way forward to the sidewalk at the front entrance in a single line and discharge passengers from the right side of your vehicle on the sidewalk. At no time should children be in the driveway. Several cars can pull to the curb in a single file.
- Please pull forward and do not park in front of the school or leave your vehicle.

### **DISMISSAL**

- School is dismissed at 3:45 p.m. As you enter the driveway from Walker Road please form a single line in the far right side of the driveway. Students are dismissed from the Second Grade Lobby but please pull forward to the front entrance to allow room for several cars.
- If your child is not at the pick-up area and there are other parents waiting behind you, pull forward and we will call for your child.
- Attached with this letter are copies of a Valley Forge carpool ID tag with your child's name. Please place this carpool ID tag in your front window to facilitate picking up your child. For those parents who come to the door to pick up their children at the 2<sup>nd</sup> grade lobby, we ask that you wait outside the lobby and carry the ID tag with you. School personnel will record the names and inform other personnel to send out the appropriate child. If you do not have the designated ID tag and you are not recognized by the staff member on duty, you will be asked to park and report to the main office. Once admitted to the main office you will be asked to show ID if you are not recognized by office staff. If the ID matches the appropriate paperwork on file, your child will be released. Additional copies of the carpool ID tags can be requested in the main office.
- After your passengers have boarded, check that they have their seatbelts fastened and proceed carefully (10 mph in the parking lot and 15 mph in the school zone on Walker Road).
- Parents who walk and pick their children up at the Parent Pick-up door are asked to retrieve their children quickly and move away from the door and sidewalk area so that dismissal of students to cars is less crowded.

Your cooperation in following these procedures is greatly appreciated. Please call the main office if you have any questions 610-240-1600.

Sincerely,

Rebecca Wills