



PHILIPSBURG ELEMENTARY DROP- OFF & PICK-UP PROCEDURES

The safety of your children and all of our students is our number one priority. Our parent pick-up procedures are designed to maintain a safe and orderly arrival and dismissal for you, our students and our staff. Please review the procedures below to ensure a prompt and secure drop off and pick up. A traffic pattern map is located on the Philipsburg Elementary homepage for your review.

Rules:

- Please adhere to the speed limit on school property.
- Refrain from using cell phones while in the parent pick-up line.
- Attend to your vehicle at all times. If you must leave your vehicle, please use a visitor parking space in the upper level parking lot.
- Listen to school personnel for directions.
- Always be on the lookout for others.

Drop-off

Drop off time is from 7:35 to 8:15 am

1. Enter the drop off area through lower parking lot entrance. (Near the soccer field)
2. Upon entering the parking lot, parents will turn directly right and travel up through the faculty/staff parking area.
3. At the top of the faculty/staff parking area, parent/guardians will loop around and pull up alongside the long sidewalk by the cafeteria entrance doors.
4. Students should be ready to exit vehicles immediately and only from the passenger side, if possible.
5. Students will enter the building, go through the temperature checks, get breakfast (if desired), and go directly to their classroom.
6. Notice and obey all posted signs.
7. Cars are asked to continue down the sidewalk, turn left, and exit out through the lower parking lot.
8. Students cannot be unsupervised. Any student arriving to school prior to the designated time must be enrolled in a morning program

Pick-up

Pick-up time begins at 2:55 pm (Once buses depart from the school.)

Please review the traffic pattern map located on the Philipsburg Elementary homepage.

Number Identification:

Parents will need to complete a [Parent Pick-up Permission Slip](#). This will be sent home to begin the year and is located under the “Parent” tab on the PE homepage. Once completed, you will receive two parent pick-up cards. Beginning the week of September 8, you must present your number card to a staff member prior to picking up your child. Your child will have a corresponding tag placed on their bag and the cafeteria dismissal staff will have a list of student numbers. A staff member will be outside to radio for your child(ren) to leave the building and enter vehicles. You will no longer need to leave your vehicle for your children

1. Parents are not permitted to enter to pick up students until 2:45 pm.
2. Enter through the lower parking lot entrance. (Near the soccer field)
3. Proceed up through the faculty/staff parking area.
4. Stop at the top of the parking area to meet with the parking lot monitor(s).
5. Parents will present their number card to the parking lot monitor(s).
6. Monitor(s) will radio into the cafeteria to inform the faculty/staff of what student number will be picked up.
7. Students will have corresponding number pick-up tags on their bag. Cafeteria monitor(s) will allow the student(s) to exit out of the building by the cafeteria.
8. The parent will proceed to the driving lane along the sidewalk by the cafeteria and will meet their student(s).
9. Parents are asked to stay in their vehicles during pick-up. If the parent/guardian needs to assist with car seats, they will be permitted to do so, as long as they wear proper face covering.
10. Cars are asked to continue down the sidewalk, turn left, and exit out through the lower parking lot.
11. Notice and obey all posted signs.