Dear Parent(s)/Guardian(s),

As always, your child’s safety and security are of utmost importance to all of us at Wescosville. We are also concerned with your safety and security, as well. Please review the procedures outlined below for student transportation.

**Parent (and Daycare) Drop-Off** – Bussing is provided for all students who live within the Wescosville Elementary sending area. If you choose to bring your child to school, you are asked to proceed up Liberty Lane and make a right into the second entrance/exit and proceed along the sidewalk to drop-off. **Students who arrive via parent drop-off will enter the building at the former bus entrance located next to the library. Parents should not park their cars and walk their child(ren) to the door.** Simply pull up to the curb and, when a team member arrives at the door, allow your child to safely exit the car and then pull away. Parents will then leave the drop-off area via the same entrance/exit.

The drop-off doors will open at 8:45 AM* and close at 9:00 AM*. If you arrive at the drop-off doors after they have closed, you must park your car and report to the office for sign-in. When arriving late, parents/guardians MUST ALWAYS accompany the child(ren) to the office for sign-in. Children arriving in this fashion will be considered “tardy” for attendance tracking purposes and will receive a tardy pass in order to report to their classroom.

**Bus Drop-Off** – The buses for W.E.S. will enter our 3rd entrance/exit off of Liberty Lane. The buses will make a loop through their portion of the lot and line up along the sidewalk to dismiss students. Students will enter the building through the 3rd grade entrance located at the back of the bus parking lot. Buses will exit the parking lot via the same entrance/exit and provide the right-of-way to the parent drop-off cars leaving via the 2nd entrance/exit.

As a reminder…the district requires, in advance, a signed note from a parent or guardian to the building office if a request is made for a student to temporarily use a bus route or a bus stop other than the one assigned. This request must then be agreed to by the principal and transporter. Consideration for approval will be given in emergency situations only. We will NOT honor bus change requests for “play dates”. If your request is denied for any reason, we will contact you prior to dismissal to confirm alternate arrangements.

IN ORDER TO ACCOMMODATE THESE PROCEDURES, WE WILL PLACE CONES ACROSS THE PARKING LOT, POST MULTIPLE SIGNS AND HAVE TEAM MEMBERS AVAILABLE TO ASSIST IN DIRECTING TRAFFIC FOR THE FIRST SEVERAL DAYS OF SCHOOL. Our goal is to eliminate the back-up of traffic on Brookside Road, to allow team members to enter the staff parking lot without skirting around cars waiting in line and to work together to keep all of our drivers and students safe. Thank you in advance for your patience and cooperation!

**Parent Pick-Up** – If you choose to pick-up your child, you must send a note to school. The note should include the date, your child’s first and last names, the first and last names of the person picking him/her up, and the classroom teacher’s name and room number. Your child will be released to the person specified on the note. If your child will have a set pick-up schedule (i.e. pick-up every day, pick-up every Monday, etc.), you may submit one letter with all of the pertinent information and it will be noted on the daily pick-up list in the office.

Students who are to be picked up at the normal dismissal time of 3:20 PM* will report to the door outside the cafeteria at the stained-glass windows. Children will be released as they arrive at pick-up.

PLEASE NOTE: THIS IS A 2-SIDED DOCUMENT.
Pick-up Prior To Normal Dismissal Time: In the case of an early pick-up the adult designated for pick-up and the child will report to the office for dismissal. Teachers will no longer release children to the office at the time designated in the pick-up note. In too many instances the parent is held-up due to traffic, etc. and the child misses educational time. Instead, upon the adult’s arrival, we will contact the student’s homeroom to have the child released to the office. An early dismissal form must be completed at the time of the early pick-up and the dismissal will be tracked for attendance purposes. The parent/guardian is expected to wait in the office until the child arrives so that office personnel view the adult and child together prior to their departure.

Adults who visit the building ~ even for pick-up ~ should ALWAYS have photo ID with them ~ regardless of how long they have had children at the building and whether or not they visit our building frequently. We always have new team members and substitutes working at W.E.S. and at any time one or more of the team members ('old' or 'new') may ask to verify your identity. Without a photo ID, you may be put through additional security checks prior to being granted access to the building or your child.

A FINAL NOTE: Please be aware that when leaving W.E.S., drivers can make a Right Hand Turn ONLY between 8:30 and 9:00 AM*, between 1:15 and 1:45 PM* and again between 3:15 and 3:45 PM*. This is not a school policy. It is a posted driving requirement enforced by the State Police. Police do monitor the intersection.

Access to the building is being limited during pick-up and drop-off times for security purposes. If you wish to enter the building during these times, you must report in through the front door and go DIRECTLY to the office for security clearance and sign-in. Parents/guardians are not permitted to enter through the pick-up/drop-off doors and may not escort their child(ren) to their classroom(s).

Your cooperation is most appreciated! If you have any questions or concerns, please do not hesitate to contact us at 610-395-5851.

Gratefully,
Mrs. Tara L. Desiderio, M.Ed.
Principal, W.E.S.

*Please note that all times are based upon our system clock located in the office. This time may vary by several minutes from your cell phone, etc.