

## **New Procedures at Mahoning:**

### **Parent Drop-off/Pick-up Procedures for Mahoning Parents**

Listed below are changes to traffic patterns in the morning and afternoon for Mahoning Elementary School.

Please go over our new procedures that are listed below. It is extremely important for everyone to follow our drop-off/pick-up procedures to ensure student safety.

### **A.M. Drop-Off**

It is suggested that students take advantage of George's Transportation. All students who reside in the Mahoning Township area are offered busing service before and after school.

**Please adhere to all signage located at the bottom of our driveways. Entrance and exit signs are posted for safety of all travelers.**

Both cars and buses may drive into our school driveway beginning at 8:10 a.m. daily. Be sure to give yourself time to safely drop-off students on time at school.

**There is absolutely no passing allowed within the driveway.**

Teachers will be positioned in front of the building to assist children in and out of vehicles and buses. Please do not exit your car when dropping children off while in the driveway. This will cause traffic to become stagnant. All parents are asked to stay in an orderly line during parent drop-off and pick-up. Students are asked to exit all vehicles on the passenger side so they are not walking between traffic. It is suggested that students wait inside of the vehicle until they are at or near a teacher at the front doors to exit the vehicle.

Students may enter the building at 8:15 A.M. Do not bring students to school before 8:10 A.M. Those students who arrive after 8:30 will be considered tardy and must be accompanied by a parent to be signed in at the office. Consistent tardiness will not be tolerated and violators subject to discipline.

### **P.M. Pick-Up**

Parents should park in the rear lot (outside of the 4<sup>th</sup> grade doors). Please keep the driveway open in the front of the building as to not impede bus and parent traffic.

Any parent who will be picking up their child at the end of the day will wait outside of the 4<sup>th</sup> grade wing doors. Teachers will dismiss children to parents as they arrive at the doors, beginning at 3:05 p.m. Only students who have written permission for pick-up will be dismissed. All others parent pick-up will be done in front of the school **after** the buses depart.

Only school buses will be permitted park in the driveway from 2:55-3:05 p.m. All bused students will be loaded onto the buses. Once all the buses have exited the school, parents may drive through to pick-up children. Remember that students should enter all vehicles on the passenger side so they are not walking between traffic. It is suggested that students wait to

enter the vehicle until it pulls up to the school entrance area and comes to a complete stop. The children know to wait until cars come to a complete stop.

When students enter your vehicle to leave school, please make sure your child is buckled in the proper seat to follow state seat belt laws.

**\*\*\* REMINDER—We have worked hard to create a safe, smooth traffic pattern to ensure all students are safe during drop-off and pick-up times. Please adhere to all traffic patterns. It may take a few weeks for everyone to become familiar with our new format. Give yourself ample time in the morning and afternoon for these changes. If you have any questions about our traffic procedures, please do not hesitate to call the school office at 570-386-4678 to speak with Mr. Sebelin or Mrs. Rodgers (head teacher).**