

# HARDING TOWNSHIP SCHOOL

Mr. Matthew A. Spelker  
Superintendent of Schools



Mrs. Mary Donohue  
Principal/Director of Curriculum

## Drop-Off and Pick-Up Procedures

### Morning Drop Off – Elementary

- The drop-off line begins at the front steps of the building. All cars will be directed to move up as far as possible. Staff members are on hand to monitor students as they walk to the blacktop.
- All students in the drop-off line **must exit on the passenger side** without exception. If car seats obstruct exit from the passenger side, either the car seats must be moved or you must park in the gravel lot and not use the drop-off line.
- Without exception if you enter the drop-off line you may not get out of your car. Staff members are on hand to open doors and assist children getting out of vehicles.
- If you choose to get out of your car for any reason you must park in the gravel lot.
- As you enter the drop-off line follow directions of staff members:
  - If they wave you up please continue all the way until they indicate to stop
  - If they motion to you to stop please wait.
- Preschool families may not park in front of the drop-off line during the drop-off window. Families may park in the gravel lot (not the faculty parking lot) and then move to the front of the building at 8:25am.
- If you drop off on the elementary side you may not cross over and drop off additional students on the middle school side. Cones will be positioned to prevent crossing over.

### Morning Drop Off – Middle School

- As students exit vehicles, they must cross in **front** of their own car.
- Follow directions of crosswalk supervisors
- Students may not get dropped off in the front of the building (except for early morning help/activities.) All students must get dropped off in the back of the building via the drop off line.

### Afternoon Pick-Up – Elementary

- You may not park in the middle school lot and instruct your child to walk down and meet you. There are moving vehicles and no adult supervision in the lot. This creates an extremely dangerous situation.
- All vehicles will remain parked in the car line until the buses are dismissed.
- Parents/caretakers must retrieve students and return to vehicles quickly.
- Faculty members will be positioned along the driveway down into the middle school parking lot with walkie-talkies to assist children.
- If the car line begins moving and any students have not been united with parents/caretakers **faculty members will hold the students**. Vehicles cannot stop and have a child hop in. This is dangerous and the line must be kept moving.
- If you are at the end of the car line and it starts moving and you have not been united with your child/ren please drive to the gravel lot.

### Afternoon Pick-Up – Middle School

- No students may exit through the main entrance or the gym entrance to meet parents/caretakers in the parking lot. This creates an extremely dangerous situation for everyone. **Any students found doing so will be given a detention.**
- Any students leaving early must be signed out and meet parents in the office.
- All students must exit to the buses or the car line.

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