

# Lansdowne Friends School

## Drop Off/Pick Up

**Classes start at 8:15 am each day and end at 3:00 pm each day**

### **Drop Off:**

Parents will arrive for drop off at a specified entrance each morning, and one of the Extended Day staff will take your child's temperature and ensure that the health screening form is filled out for each child. If so, and if the temperature is normal, staff will help your child move to a designated entrance.

### **Drop Off locations are assigned by grade level as follows:**

**PK-**Parents of PK students should park on Owen Avenue and walk your PK student onto campus to the PK porch door. Tr Jenn will then escort your child into the PK class. PK parents can opt for drop off on the Stewart Avenue side of the school where a staff member will then escort your PK student to the PK classroom

**Grades K through 3-**Drop off will be on the Stewart Avenue side of the school at the steps or at the entrance to the parking lot driveway. There will be staff in both locations to escort your student safely onto campus. Once your student is out of the car, please pull away (safely) immediately to prevent traffic back up.

Kindergarten parents who wish to escort their students onto campus can park on Owen Avenue and walk your K student to the designated door for entry to Kindergarten.

**Grades 4 through 6-**Drop off will be on the Lansdowne Avenue side of the school within the outlined drop off zone. Parents should not exit the vehicle. 4<sup>th</sup> through 6<sup>th</sup> students will be assisted by staff to walk safely onto campus and will be escorted to the designated entry for their class. If your 4<sup>th</sup> through 6<sup>th</sup> grade student has a younger sibling in the school, you should follow the drop off instructions outlined above for both students, based on the younger sibling's age.

**Carpool-**Use drop off points based on grade level(s) as outlined above. You may have to drop off older students on the Lansdowne Avenue side and then pull around to Stewart Avenue to drop off younger students.

**NOTICE: Stewart Avenue will become a one-way street (westbound) sometime just before the school year starts. That means you can only pull onto Stewart Avenue from Lansdowne Avenue, and you can only exit Stewart Avenue onto Owen Avenue. This will be a permanent change applicable to all days and times.**

### **Arrival Times**

In order to keep traffic flowing freely without undue congestion, families must plan their arrival at staggered times. Please see the time slots below and let us know what your first choice slot is and what your second choice slot is. We will try to assign your first choice if at all possible.

Time slots for morning drop off: select choice "1" and choice "2"

7:50-7:55 ☐

7:55-8:00 ☐

8:00-8:05 ☐

8:05-8:10 ☐

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## **Pick Up:**

Afternoon pick up locations will be the same as the assigned morning drop off locations. Children will wait outside in their designated cohort groups, and parents can call when they arrive at the curb. Calls will be relayed from the school office via Walkie Talkies to alert staff members to escort students to their cars. A staff member will also monitor the curb to see which parents have arrived.

Parents who walk onto campus will stay outside during afternoon pick up procedures. Parents must stay six-feet apart and leave campus when their children come out. This is not to be a recess or social time.

Pre-K parents can approach but not enter the Pre-K porch, and the Pre-K teachers will send the children out.

If there is inclement weather, children will wait in their classrooms until their parents arrive and call Tr. Linda, who will call up to the classrooms to send children down for pick up.

**Please notify the Main Office as soon as you know that there will be a change to your child's usual schedule.**

**All changes in the usual schedule can be sent to: [lsena@lansdownefriendsschool.org](mailto:lsena@lansdownefriendsschool.org). You will receive a confirmation (got it!) message from Tr Linda. If you don't get a confirmation/response, please call the school at 610-623-2548**

**Changes in the usual schedule include:**

**Late arrival (after 8:15am)**

**Riding/not riding the bus**

**Change of pick up person (if not on the authorized pickup list that you provide on the back of the emergency contact form)**

**Early pickup (before 3:00pm)**

**EDP drop in**

**Any change(s) in your child's daily routine for arrival or dismissal**