

# HATFIELD ELEMENTARY SCHOOL



**Heidi G. Mears, Principal**

## Car Pick-up Procedures Updated-Summer 2018

### Regular Everyday

1. Car Drop-Off/Pick-Up procedures will be conducted at the side door using the side access road. Morning drop-off will only be a single-lane. Afternoon pick-up will use both lanes.
2. You will be given a number (two copies) the first week of school.
  - a. This number is to be displayed in driver's window.
  - b. If you do not have your number, you will have to notify the office and may be asked by school staff for photo identification.
3. Students will enter/exit the building through the side door with the assistance of available staff.
4. Please refrain from the following in line:
  - a. Cell phone use
  - b. Smoking
  - c. Getting out of your vehicle
  - d. Playing loud music
5. Please do not stop to put things in the trunk. Arrangements should be made prior to arrival for access of book bags, lunch boxes, projects, etc., so as not to delay drop-off/pick-up procedure.

### Special Occasion/Lobby Pick-Up or other car pick-ups

1. Send in a note or call the school office prior to 3:00.
  - a. Include the student's name and also the name of the person picking up your child.
  - b. The adult will be required to sign out the child and their name must match.
  - c. The adult must have ID ready, they will be asked to show a driver's license in order for your child to be excused.
2. If the names do not match or the person picking up the child is not on the emergency card, the student will not be released.
3. All information will be verified prior to students being released.

**LAUREL HIGHLANDS SCHOOL DISTRICT**  
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