



November 3, 2011

Dear Parents/Guardians:

We will be starting a new procedure for dropping off and picking up students in our Pre-Kindergarten and Kindergarten classrooms.

All parents will need to complete the attached *Student Pickup Permit Application* and return it to school. You will be issued a color-coded permit to put on your passenger side window or to hold up in the pick-up line. The new procedure will be as follows:

- Students in Kindergarten may be dropped off each morning in front of the building between 8:15 and 8:45 a.m. Students arriving after 8:50 a.m. will be marked tardy and parents must park and escort the child into the Main Office to sign them in.
- Students in Pre-Kindergarten may be dropped off each morning in front of the building between 8:45 and 9:00 a.m. Students arriving after 9:00 a.m. will need to be walked into the Main Office to sign them in.
- Parents/guardians will enter the school zone from California Avenue and drive into the front lot near the main entrance of Heights following the directional arrows painted.
- Parents will remain in their vehicles while students get out and enter the building through the main entrance. A Highlands staff member will be at the front entrance to greet the students.
- Parents will then circle around the front lot following the arrows and exiting down the side alley which runs alongside of the grassy play area.
- Highlands' parents are asked to use this alley as an exit and **not** to go down the alley toward Idaho Avenue so that we can keep the traffic separate from other programs using the building.
- At dismissal, Highlands' students will be dismissed to their cars through the same door at the Main Entrance.
- **Pre-Kindergarten students will be dismissed first at 3:15 p.m.** so those parents should be in the pickup line at that time.
- **Kindergarten students will not begin dismissing until 3:30 p.m.** so please do not enter the pickup line until that time so that the Pre-K parents may pick up their children first.
- Parents should enter the front lot in the same manner as in the mornings with the first car waiting in front of the building and subsequent cars lined up behind.
- Parents will have their Pick-up Permits visible so that the staff member on duty can dismiss each child to the correct car.
- Parents will then exit the lot in the same manner as in the mornings following the arrows and down the alley alongside the grassy play area.

- Only two adults may be added to the permit for pickups. Should any other adult on your child's Emergency Card need to pick up your child, he or she will need to park their car in the area near the grassy play area and enter the building for the pick-up.
- Any student with an early dismissal must have a parent/guardian report to the Office to sign him or her out.

**This new procedure will begin on Monday, November 7, 2011.** Please complete your permit applications so that we may send them home with your child tomorrow.

The district requested that the alley alongside of the building be marked as a One-Way street. This request has been granted, so traffic can now only flow in one direction in that alley from California Avenue toward Idaho Avenue.

Please note that there are new signs posted regarding parking, so we ask that these restricted areas be respected to better help the flow of vehicles. There will also be district administrators available to help parents with the new traffic patterns at Heights each morning on November 7, 8, and 9, 2011.

Should you have any questions or concerns, please feel free to contact me at (724) 224-4844.

Sincerely,

Kathleen R. Shirey  
Principal  
Heights Early Childhood Center