

Dear Parent(s),

We need your help ensuring the safety of all students before, during and after school hours. In our continued effort to keep our students safe we ask that you adhere to our drop off and pick up procedures. Our goal is to have efficient, safe procedures that all parents follow when dropping off or picking up their children at Harmony.

Please be advised that Harmony Area Elementary School begins at 8:20 a.m. and ends at 2:50 pm. During morning drop off, students may begin exiting cars at 8:20 a.m. Please do not let your child out of the car before 8:20, when staff supervision begins.

During morning drop off all cars will enter through the high school student parking lot and pull around the back of building to the Cafeteria door. There will be one line that forms for drop off and for pick up. Please watch for the staff on duty. They will motion you to pull forward before letting your child out of the car. Please do not let your child out of the car until a staff member motions for you to do so. After dropping your child off, you will follow the path to the Elementary loop and exit through the Elementary parking lot.

This route is for one way traffic. If you are dropping your child off, you must enter and exit, following the rest of the vehicles, as instructed. Vehicles are to yield to buses in the Elementary loop. Please follow the instructions of staff on duty to ensure the safety of our students.

During drop off parents are asked to remain in the car and a staff member will assist students in entering/exiting quickly and safely. If you are dropping your child(ren) off, but need to come into the school building for any reason, please park in a designated spot in the Elementary parking lot and walk with your child to the main Elementary office doors. For the safety and security of our students, no parents or visitors will be permitted to enter any door other than the main Elementary entrance.

If you are dropping your child in after school has started; please park in a designated space in the parking lot and walk them into the Elementary office. Any child arriving after 8:30 must be signed in at the office by a parent or guardian.

When picking your child up at the end of the school day, you will follow the same route and procedures as morning drop off. Within the first few days of school, students who are car riders will be assigned a number and issued an 8x10 sign with their assigned number. Parents will be required to display their sign at pick up and sign their child out with the staff on duty when dismissed. Students being picked up will be dismissed at 2:50pm. We thank you for being on time.

If you are having someone else pick up your child, we require a note to be sent to the Elementary secretary for documentation. The adult picking up your child will be required to show identification if school staff does not know them. ONLY people designated to the staff by parents (or named on the emergency card) will be allowed to pick up students.

Please assist us in maximizing student safety by adhering to our drop off/pick up procedures. We thank you in advance for your cooperation. If you have any questions regarding this procedure, please contact Ms. Sarah Teacher at 814-845-2300.