



Welcome to Clara Barton Elementary!

Below are our arrival and dismissal procedures, designed to ensure the safety of all students. We appreciate your cooperation in following these guidelines.

MORNING DROP-OFF

(DOORS OPEN AT 8:35 AM)

- **Use the upper parking lot for drop-off.** The front loop is designated for school buses only—no parent vehicles are permitted in this area.
- Students may enter the building starting at 8:35 AM. There is no supervision before this time due to scheduled staff meetings.
- Students arriving after 9:05 AM are considered late and must be signed in at the office by a parent or guardian.

UPPER PARKING LOT DROP-OFF LOOP

To reduce congestion and ensure student safety:

- A **circle drop-off loop** is available in the upper parking lot.
- Staff will park at the far end, keeping the front area open for drop-off at the top of the steps.
- Cones will mark the designated loop to guide traffic and prevent students from walking between moving vehicles.
- If you park to walk your child in, **do not park near the cones**. Please use the far end of the lot with staff parking.

AFTERNOON DISMISSAL

EARLY DISMISSALS

- **Preferred method:** Send a written note with your child for the teacher.
- For same-day changes: Call the office at 412-466-9131 ext. 4001 or email both your child's teacher and Ms. Kim (mcelroyk@wmasd.org).

- Changes are not valid until confirmed by your child's teacher, Ms. Kim, Mr. Yeschenko, or Mrs. Baker.
- **Dismissal changes will not be accepted through voicemail.** Please speak directly with a staff member.
- Verbal messages from students will not be accepted for dismissal changes.
- All dismissal changes must be received by 3:00 PM. Students cannot be signed out after 3:15 PM. due to the dismissal process.
- All students must be picked up by 4:00 PM. Clara Barton Elementary closes at that time, and staff are no longer available.
- Students will only be released to adults listed on the emergency contact card. A valid photo ID is required.

We appreciate your cooperation and support in maintaining a safe environment for all students at Clara Barton Elementary School. If you have any questions, please don't hesitate to contact the office.

UPPER LOT

