



## Welcome to Homeville Elementary!

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

### ARRIVAL (DOORS OPEN AT 8:35 AM)

- Please escort your child to the front entrance and say goodbye outside.
  - Adults are **not permitted** inside the building during arrival.
  - If you have a **scheduled meeting**, speak with the staff outside. They will direct you to the school police officer at the check-in desk.
  - If you need to drop something off, give it to the staff member on duty.
  - For office questions, call **412-466-9131 ext. 7002**.
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### LATE DROP-OFFS & EARLY DISMISSALS

**Always bring a photo ID**—you will be asked to show it and confirm your relationship to the student.

- **After 9:05 AM**, students must be signed in at the office.
  - For early dismissals, send a **written request** with the pickup time and the designated adult.
    - Children will only be released to adults listed on the emergency card and must show photo ID.
  - For **unexpected early pickups**, please call the office **before arriving** at: **412-466-9131 ext. 7002**.
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### DISMISSAL

- Walkers and students with private transportation will be called to the lobby. They will be released once they identify their pickup adult.
- **Be patient during the first few days** as staff learn to match students with guardians.
- If someone new is picking up your child, send **written notice** to the office in advance.
- If a student does **not recognize** the adult picking them up, they will **not be released**.

Your child's safety is our top priority. Thank you for your support in helping us maintain a secure and smooth arrival and dismissal process.