



Welcome to Clara Barton Elementary!

To maintain a safe and efficient arrival and dismissal process, please carefully review and follow the procedures below:

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.

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CHANGES IN PICK-UP ROUTINE

- Please send a **written note** with your child to give to the teacher. This is our **preferred and most reliable method** of communication.
- For same-day changes:
 - **Call the office directly** at 412-466-9131x 4001 **OR**
Email both your child's teacher **and** Ms. Kim in the office. (mcelroyk@wmasd.org)

Important Communication Reminders:

- You **must receive confirmation** from the teacher or Ms. Kim for the change to be valid. Ms. Kim and Mrs. Baker are authorized to approve changes.
- **Voicemails are not accepted** for dismissal changes. You must speak directly with a staff member.
- You **cannot assume** a change has been received unless it has been **verified**.
- We will not accept verbal messages from students for dismissal changes and must be made by 3:00PM
- Clara Barton Elementary closes at 4:00. All staff members leave for the day at 4:00. All students, even those with approved changes and emergencies, must be picked up prior to 4:00.
- 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

