



## **BURGETTSTOWN AREA SCHOOL DISTRICT**

100 Bavington Road, Burgettstown, PA 15021-2730

Admin: (724) 947-8136 – MS/HS: (724) 947-8100 – Elem: (724) 947-8150

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August 25, 2023

Welcome back!

We are excited for the start of the 2023-2024 school year, which begins on Monday, August 28<sup>th</sup>. The start of a new year always brings with it much that is familiar, and some changes as well. One of the changes we have planned at the Burgettstown Area Elementary Center is a change to the student drop-off/pick-up procedures. These changes will begin on the first day of school. The following pages describe, in detail, our plans to make arrival and dismissal a safer experience for our students.

Since we are beginning the changes on the first day, and with the nature of the changes prohibiting parents/trusted adults from walking their children to the front door, we want to address the fact that the new procedures will impact the opportunity to take “first day of school pictures” in front of the elementary center. Parents/trusted adults will not be permitted to take photograph in front of the elementary center on the first day of school. We encourage families to take first day of school photographs at home. While we will create a “photo op space” during open house, we will not permit photography in front of the school on the first day of school. We ask your understanding as we implement the new procedures, and wish everyone a wonderful start to the new school year.

Please continue to read the following pages below for information on the new drop-off/pick-up procedures.



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## 2023-2024 BAEC Drop-Off/Pick-Up Procedures

In an effort to improve safety, we are instituting several changes to the drop-off/pick up procedures as well as the traffic patterns as they relate to the elementary center.

Effective the first day of school for the 2023-2024 school year:

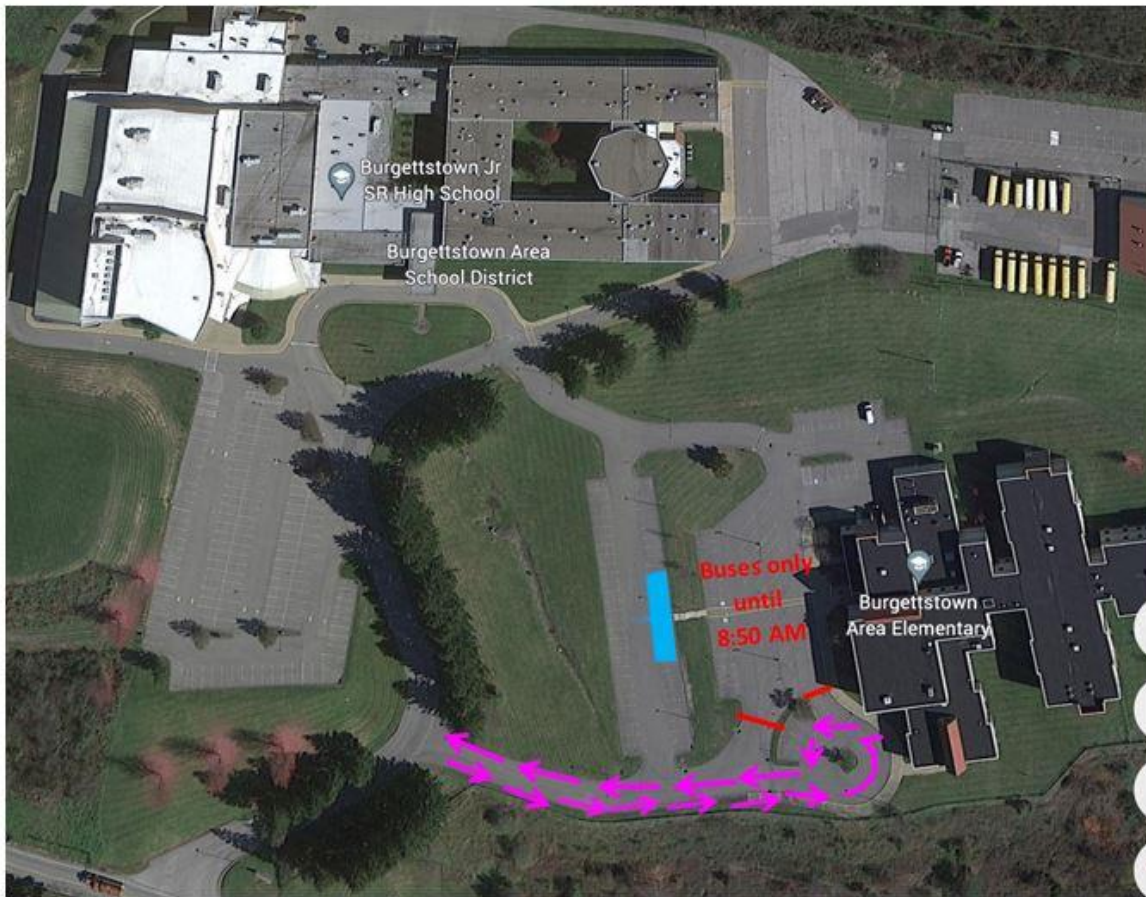
- At student arrival:
  - The lot immediately in front of the elementary center will be closed to traffic until 8:50 AM. Our school buses will be the only vehicles permitted to enter the lot and students riding a school bus to school will exit their bus along the front walkway.
  - Parents/trusted adults who drive elementary students to school must utilize the traffic circle to the front side of the school to drop off students.
  - Parents/trusted adults are not to exit their vehicle and walk the students to the entrance of the school.
  - Parents/trusted adults may momentarily exit their vehicle to unbuckle/release their children from their car seats, etc., but we ask that every care is taken to do this as safely and quickly as possible so that traffic does not back up unnecessarily. We understand the desire to hug your children as you send them on their way into school, however, if every parent does this, it will create an unnecessary back up. Please establish a personal drop-off routine that is as efficient as possible; ideally by not getting out of your car at drop off.
  - A limited number of short term (15 minutes maximum) parking spaces will be available on the upper parking lot in front of the school. We ask that these be used only for parents/trusted adults who must drop off/pick up items to the school, at the beginning of the day, that their children can't. While we understand that these parents/trusted adults may also be bringing their children to school and therefore walk with them into the school, we stress that parents/trusted adults are not to utilize these spaces simply so that they may walk their children into school.
  - NOTE to Parents/Trusted Adults who utilize our paid morning supervision program: Morning supervision begins at 7:30 AM. This is the time the front doors open to receive the students. Parents/trusted adults may drive through the front circle and to the front

doors of the elementary center, where their children will be able to walk directly into school as long as they arrive before 7:45 AM. Morning supervision students who arrive after 7:45 must use the drop off at the circle as listed above.

- At approximately 8:50 AM:
  - The front lot will be open, and students who arrive to school late, parents/trusted adults who have business to attend to, and the drop off for pre-K/Head Start may all utilize the front lot.
  - The front lot will remain open until approximately 3:10 PM, as this will permit pre-K/Head Start parents/trusted adults to utilize the front lot to pick up their children before the lot closes in preparation for student dismissal.
  
- At approximately 3:10 PM:
  - The front lot will be inaccessible as this is when the buses will begin to line up for student dismissal.
  - Parents/trusted adults who arrive on campus to pick up their elementary students should follow the same pattern they did last year. This is to say they should proceed behind the middle/high school and then line up on the bus garage side of the middle/high school. Once the buses depart the elementary center, the parent/trusted adults may proceed down to the elementary center for pick up. NOTE: The faculty/staff lot at the middle/high school and the student lot at the middle/high school have been reversed. The high school students that drive to school will now be parking in the front of the middle/high school and the faculty/staff will be parking in the old student lot. As a result of this change, we ask that parents/trusted adults who will be coming onto campus to pick up an elementary student wait until 3:15 PM to arrive on campus and line up. This is important because our middle/high school faculty and staff must be able to exit at the end of their work day.
  
- After the buses depart the elementary center:
  - Parents/trusted adults who are in line along the side of the middle/high school may drive down to the elementary center using the same roadway they did last year. Once the cars move to the front of the elementary center, we ask that car engines be shut off while waiting for the students to get into the vehicles.
  - After picking up their children, vehicles will exit the front elementary center lot in the same manner they did last year.

Attached you will find maps of the traffic patterns. Change always brings the need for patience and understanding, especially as the changes are implemented. Our rationale for the changes is rooted in student safety and we are confident that our new traffic flow and procedures will enable this to happen. We are also aware that we may need to tweak the procedures in the coming weeks. In an effort to facilitate a smooth transition, we will have additional adults present during the first days of school. Thereafter, we will continue to maintain the presence of our school police officer and/or security officer. We are counting on the cooperation of everyone to make the change.

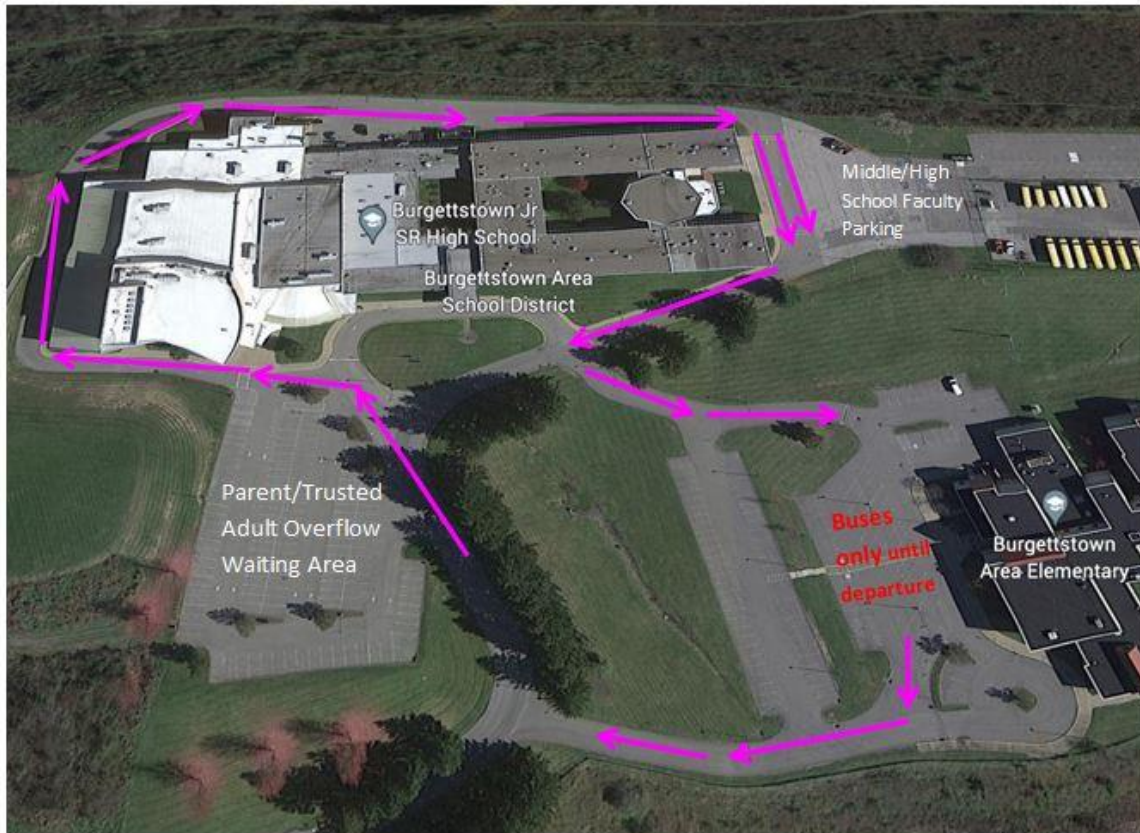
# BAEC Student Arrival



→ → The parent/trusted adult **MORNING** student drop-off traffic pattern (reminder, do not exit vehicle to walk child to the front doors)

**Limited # of Short Term (15 min or less) Parking Spaces**

# BAEC Student Dismissal



—————> **The parent/trusted adult AFTERNOON student pick-up traffic pattern remains the same as in years past. Parents should refrain from coming onto campus before 3:15 PM, if at all possible. Parents should circle back around the middle/high school, and line up on the bus garage side of the school. After the buses leave, parents will exit the waiting area and proceed down the hill to the front of the elementary center. The overflow for waiting in line will be in the lot in front of the middle/high school.**