

Dear Neff Families,

In order to reduce traffic, we encourage students to ride the bus to and from school. If you choose to drive your child, it is important for everyone to follow the procedures outlined below. **Thank you for reading this carefully.**

**The Neff car rider door faces Caruso's. You may enter the car line from two (2) separate entrances: the Neff parking lot from Valley Road (Route A on map) or Duke Street from Valley Road (Route B on map). There will be 2 lines of traffic that must merge at the corner of our building. *Thank you for cooperating and taking turns at the merge point!***

**Student Drop-Off (AM):**

- ✓ **Student arrival is 8:45am – 9am.** *After 9:00am, drivers must pull up to main entrance and notify office by calling 717-569-8502. Remain in your vehicle, we will unlock main entrance for your child to enter. Student must provide signed note explaining tardy.*
- ✓ Pull up to car rider stop sign outside the car rider door which allows 3 cars to be loaded at the same time.
- ✓ Please have children ready to go (backpack in hand, good-byes completed, etc.) before you get to the drop-off area.

**Student Pick-Up (PM):**

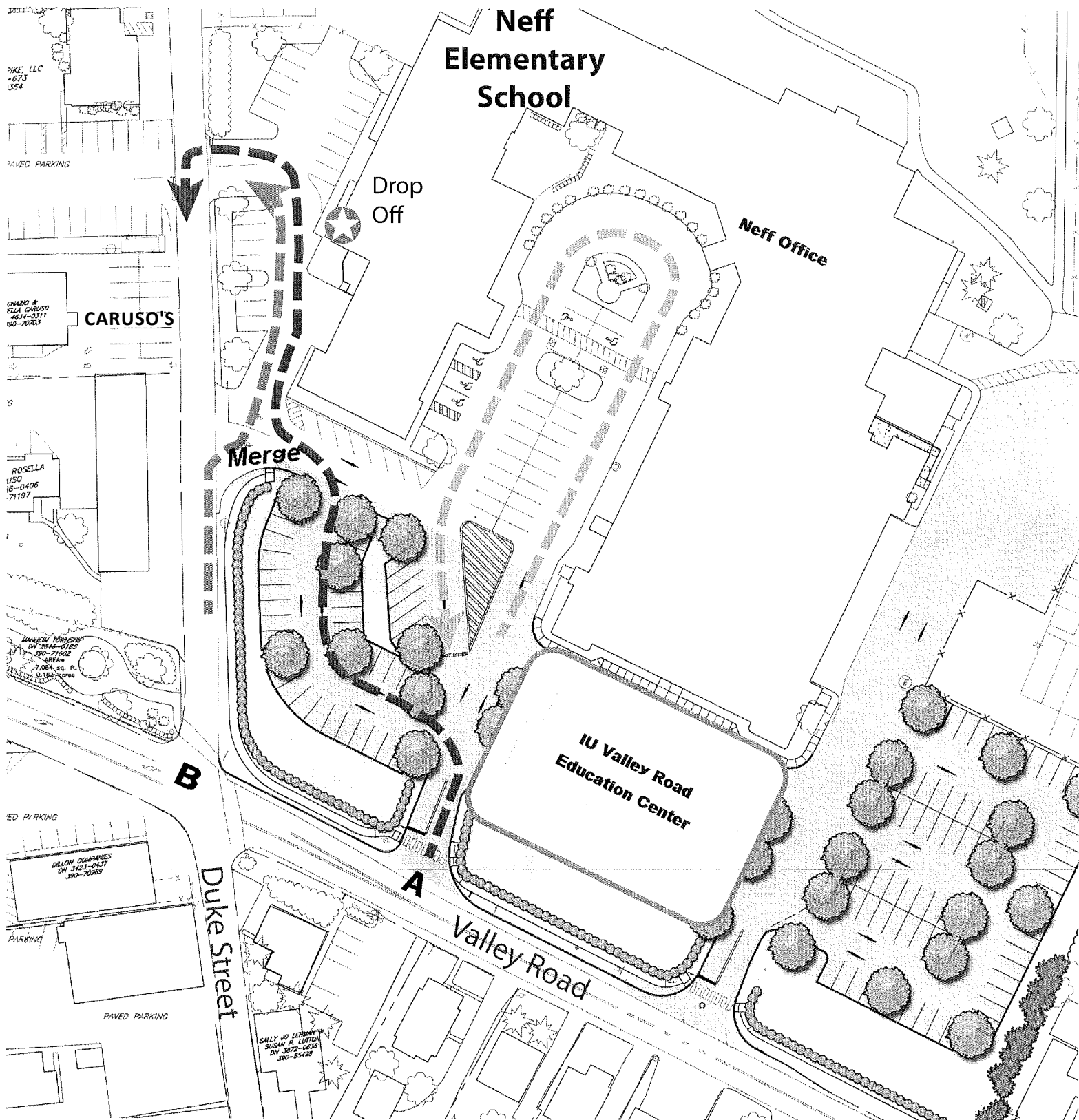
- ✓ **Student pick up is 3:35pm – 3:50pm** in order of car line. If you arrive after 3:50 pm and the car rider door is closed, please pick up your child at the main entrance.
- ✓ **CAR riders are dismissed first.** Walkers are dismissed after car riders for safety reasons. Thank you for waiting behind the door and not walking directly to the door.
- ✓ **For the safety of all students, do not park your car and walk up to the dismissal door.**
- ✓ Pull up to car rider stop sign outside the car rider door which allows 3 cars to be loaded at the same time.
- ✓ Student name signs should be displayed clearly in the passenger window (signs will be sent home as soon as possible.) These signs help the teacher on duty dismiss students expeditiously. ***Teachers on car rider duty reserve the right to check ID of anyone picking up a student.***
- ✓ If your child needs help with seatbelt, pull forward to assist so we may keep the line moving.
- ✓ Drivers must exit out to Rt. 501.

**Thank you for following the above procedures to ensure the safety and security of all students! It only takes one distracted moment to potentially turn into a serious accident!**

Sincerely,

*Miss Travis Bash*

Principal



# Neff Elementary School

Drop Off

Neff Office

CARUSO'S

Merge




IU Valley Road Education Center

B

A

Duke Street

Valley Road

-  One-Way Circulation
-  Parent Circulation A
-  Parent Circulation B

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