

Octorara Primary Learning Center 2023-2024 Drop-Off and Pick-Up Procedures

For maximum safety, please follow our drop-off and pick-up system. During the designated times, staff will be on duty to usher students to and from cars. Please refrain from using your cell phone during active pick up and drop off..

- Morning Drop-Off: 8:30-8:45am
- Afternoon Pick-Up: 3:22-3:35pm

ARRIVAL PROCEDURES

Student Drop-Off

- Using the main entrance, enter the drop off lane and remain in this lane until the car in front of you has moved. Students may exit their vehicle when their car is between the drop off signs. The curb is painted yellow.
- We ask adults to remain in their vehicle during drop off.
- If your child needs assistance exiting the vehicle, a staff member outside will help with the student's needs and get them safely to the building.

Late Student Drop-Off

- If you are dropping off between 8:45 and 9:15 am, the student will be marked late but will not need to be signed in or walked to the main office anymore. A staff member will be standing at the front entrance to open the door for your student, take their late note, provide the student with a late pass, and then send the student to their classroom.
- If you are dropping off after 9:15am, please park your car in a visitor parking spot, walk your child into the office. Secretary will record that the child is present and notify their teacher.

DISMISSAL PROCEDURES

If your child will be picked up daily, he/she can be added to the permanent parent pick up list by emailing Danette Balistreri and DBalistreri@octorara.org. (A daily note is not needed) If you want to pick up your child for dismissal on occasion, you can visit the OPLC webpage (<https://www.octorara.k12.pa.us/domain/41>) to complete a quick form to get your child's name added to the parent pick up list. Look for the parent placard in the upper right corner of the webpage and click to complete the form. You can also email the note to DBalistreri@octorara.org and your child's homeroom teacher.

Early Pick-Up

- If you are picking up before 3:00pm, park your car in a visitor parking spot, bring ID, and come into the office.

Parent Pick-Up

- **Send note, email or complete online parent pick up link to let school know student is being picked up.**
- During parent pick-up, cars will line up in the pick up and drop off lane in the upper parking lot.
- Students on the parent pick up list will be called to the hallway by exit P5 and wait until their car is at the front of the line.
- Students will be dismissed in order of the cars in line.
- Please do not leave your car for any reason. A staff member outside will help load the student if needed.

Parent Pick-Up Placards

- Parent Pick-Up (PPU) placards are available for their family to use for the 2023-2024 school year. Placards will be available for pick up during Sneak-a-Peek or in the main office the week of August 21. Parents should pick up a placard if they plan on picking up their child at all during the school year.
- If you are unable to get your PPU cards during the designated times prior to the start of school or during Sneak-a-Peek, you will need to come into the school office once school starts and show your identification then receive your PPU placard.
- When you enter the PPU lane, please pull all the way up and have your placard hanging from your windshield mirror.

IF YOU HAVE A PLACARD FROM LAST YEAR, YOU CAN KEEP THE SAME TAG. LET US KNOW IF YOU NEED A NEW BOOK BAG TAG.

