



Process for Student Drop Off and Pick Up by Parents at Sewickley

We all enjoy seeing one another and chatting when students arrive in the office and at the end of the day. However, given the current climate, we are adjusting our student drop off and pick up policy.

- When parents arrive, please pull into one of the designated spaces in the front of the building. These will be our visitor and Handicapped spaces in the front loop of our parking lot.
- We have placed signs with the space # and the office number.
(412-749-6400)
- Please call the office when you arrive and tell us your parking space # (just like Market District pick up!) and the office staff will call the classroom.
- A team member will then come out to your vehicle and transition your child into the building.
- Staff will take student's temperature at your vehicle and ensure you have completed the Health Questionnaire before students are transitioned in to the building.
- During dismissal, please follow the same procedure and a team member will transition your child to your vehicle.
- Staff will be wearing masks and we ask that parents do so as well.

As a reminder, school hours are **8:45-2:30**. Classrooms will not be able to get students out of vehicles earlier than 8:45. We also ask that all students be picked up no later than 2:45 as classrooms need extra time to sanitize each evening. We appreciate your cooperation as we navigate this new procedure.