

August 22, 2022

Dear Parents/Guardians

This year we are continuing the same parent pick-up process as last year but with **time changes (in red)**. Below are the specifics of our end of day parent pick-up procedures.

- Parent pick-up begins at 3:25 PM and will take place on the playground.
- **If you arrive early please park in the bus garage parking lot then at 3:25 proceed to the designated route. The Borough and Cornwall Police are asking we do not line up on Burd Coleman or Alden Street prior to the start of pick up.**
- All individuals picking up students at school must provide a photo ID until pick-up emblems (example attached) are provided. Each family will be provided two emblems for multiple pick-up designees. (They are different from last years)
- Parents/guardians have the option to sign-up to pick-up their child every day (complete the bottom portion of this letter and return to school).
- Parents/guardians on the daily pick-up list are agreeing to pick up their child every day for the duration of the 2022-2023 school year.
- Students who are not picked up by 3:40 PM must be picked up in the office.
- Please keep all contacts and emergency contacts updated in Skyward.
- Parents/guardians in the pick-up line who are not in Skyward will be directed to report to the main office.
- Parents/guardians have the option to be added to the parent pick-up list on an as needed basis by either sending in a note to school or calling the office **NO** later than 2:30 PM (no email requests will be accepted).

Feel free to contact the Cornwall office at 717.273.4571 if you have any questions.

Sincerely,  
Nathanial A. Artz  
Principal

(detach bottom portion)

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#### Daily Parent/Guardian Pick-Up Agreement

Parents/guardians opting to pick up their child are agreeing to the following:

- 1) Pick up child/children daily or as indicated
- 2) Notify office of any changes and keeping Skyward contacts up to date
- 3) Show Photo ID until you receive provided Emblem
- 4) Not lining up at playground gate until 3:25 PM**
- 5) Staying in vehicle

Student Name(s): \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Please designate when your child will be picked up.

- Daily
- Specific days of the week (List days) \_\_\_\_\_
- As needed (Note must be sent in to office prior to day(s).)

Responsible pick-up parent/guardian/contact: (listed in Skyward)

1) \_\_\_\_\_ 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Good Afternoon Cornwall Parents/Guardians,

We are continually working on creating a process that is safe and efficient for parent pick-up. We appreciate everyone's understanding and patience as we work through this process. After brainstorming and conversing with our CLSD Police Department and the Cornwall Borough Police Department, we have implemented the following traffic flow to help improve the pick-up process. Please adhere to the following procedures below.

General Information:

- **Please DO NOT** arrive at the gate before 3:25 PM.
- **Please have your placard visible.**

Traffic Directions:

1. Enter Alden Street off 419.
2. Follow Alden Street to Burd Coleman
3. Turn left onto Burd Coleman Road.
4. Proceed past The Cornwall Inn and turn left to enter the school parking lot.
5. Make a left turn and go through the gate.
6. Proceed past the school using the side driveway.
7. Make a right turn just after the building onto the playground parking lot.
8. Follow the yellow line through the gate.
9. Make a right turn to pick up your child/children.
10. Continuing to stay right exit right onto 419.

Attached is a map of the traffic flow expectations. In addition, CLSD police will be present to help facilitate traffic. *When traffic comes to a slow pace, please stay to the far right side/shoulder (or grass) of the road as much as possible to allow traffic to continue to move.* Finally, there will be no left hand turns off 419 into the parking lot.

Thank you for your cooperation.

