

Vine Street Campus Car Line Procedures

Key:

 Car Route

 Arrival/
Dismissal (SW)
Entrance

 Bus Parking Zone



CLASSICAL Vine Street Campus Drop-Off (MORNING) Procedures:

Car Riders

- Students who are car riders are to be dropped off by the southwest entrance (see map above). Walkers and bus riders use the sidewalk to enter the school building through the southwest entrance. A faculty member will be there to ensure safe parking lot crossing.
- The drop off zone will be marked by cones.
- Arrival begins at 7:25 AM. Students will enter through the southwest entrance (see map above) and go directly to their homerooms.
- The morning bell rings at 7:55 AM. and signifies the official start time for the school day. We ask that you have your children dropped off by that time.
- The southwest entrance door will be closed shortly after 7:55 AM. Any late students will be to be dropped off at the main office entrance for a tardy slip before heading to their classroom. If you see the southwest entrance door closed, proceed to the main entrance to drop off your child.

Walkers

- Students who are walking to school must use the sidewalk and proceed to the bus parking zone. From there, a faculty member will help students with crossing the parking lot into the southwest entrance

Bus Riders

- Students exit the bus and walk across the parking lot into the school from the southwest entrance. They will be assisted by a teacher on traffic duty.

Tardiness

- Students are tardy if they are not in their classroom at 7:55 AM. Having your student dropped off by 7:50 AM will give them ample time to get to their homeroom.
- If a bus is late, students will not be marked tardy.
- Please call the main office for any traffic issues that arise (train, accident on the highway, etc...).

Office Visits

- During the drop off time between 7:25 AM - 7:55 AM, we are not admitting parents into the building. Parents who have scheduled appointments to meet teachers before school should arrive in the building before 7:25 AM, proceeding through the main entrance.
- Meeting with teacher or administration should be coordinated in advance.



CLASSICAL Vine Street Campus Pick-Up (AFTERNOON) Procedures:

Student dismissal begins at 2:55 PM.

Walkers

- At 2:55 PM, walkers are dismissed out of the southwest entrance.
- Walkers will be led by a teacher up to the sidewalk near the bus pick-up area. Parents can meet students there unless students are walking straight home.

Bus Riders

- Bus riders are dismissed right after walkers.
- Students will exit out of the southwest entrance and escorted by a teacher to their bus on W Vine Street.
- In the event that a bus arrives after 3:25 PM, riders on that bus will be held in the school building until the bus arrives.

Car Riders

- We will begin dismissal of car riders next, at approximately 3:00 PM.
- Students are dismissed by family in order of their arrival on campus as assessed by our faculty on traffic duty.
- The car line procedure is detailed below.

Students Participating in Clubs

- At 3:25 PM, students participating in clubs will be dismissed to the appropriate classrooms, where they will be met by their faculty moderator.
- Pick up time from after-school clubs will be 4:30 PM. The location of pick-up will be communicated to parents by the club moderator.

After Care Program

- Students participating in our After Care program will be shuttled by MPower from the Vine Street Campus to the Siebenthaler Campus.

Arriving for Car Line

- Please do not arrive for car line before 2:25 PM.

Running Late

- For car riders, please call the front office and let them know your estimated time of arrival.

Carpooling

- Please notify the office if your child is being picked up by anyone other than a member of your family.



CLASSICAL Vine Street Campus Pick-Up (AFTERNOON) Procedures:

Car Line Procedure

- At Meet the Teacher Day, you will be given a placard displaying the student's last name on it. Please place the family placard on the driver side dashboard. If you are not able to make Meet the Teacher Day, we will give you your placard when you arrive on campus for your first pick up.
- Upon entering the school parking lot from W Vine Street, take a right into the parking lot. Following the cones, proceed around the lot in a snake-like fashion.
- Once around the curve, please pull into one of the two demarcated car lines. The two lanes start near the arrival/dismissal entrance. We will have cones placed where the first cars into the lane will stop and begin the line.
- When we dismiss students in groups, it is done in block sections consisting of all two lanes. For example, a block section might be the first eight cars in rows 1 and 2.
- When the first section of families are safely in their cars, each line will be dismissed one at a time around the school building. We will continue this process until all car riders have left the car line.
- Pick-up runs from 2:55 PM to 3:25 PM. We will allow cars into the lot starting at 2:25 PM to prepare for an orderly dismissal. However, please avoid arriving too early to prevent congestion in the limited parking space.
- After 3:25 PM, parents will receive a phone call asking about the status of pick up.

Parking and Access:

- To access the school, please turn from Jefferson Avenue onto W Vine Street. Continue one block down W Vine Street and turn right into the parking lot. Using Church Street is not advisable, as it will increase congestion. This is also where some of the buses will be parked at the end of the day.

Important Note:

- In coordinating with the Reading Police Department to ensure smooth traffic flow, they have advised us that any vehicle idling on the street will first receive a warning followed by a citation if the issue persists.
- We understand that the first week may take longer as we all adjust to these new procedures. Thank you in advance for your patience and understanding.

