



420 Fickes Lane
P.O. Box 9
Newport, PA 17074
Phone: 717-567-3806

Administration Fax: 717-567-6468
Elementary School Fax: 717-567-9485
High School Fax: 717-567-7402

February 17, 2015

Dear Parent/Guardians,

I want to take this opportunity to remind everyone about car rider procedures at the Newport Elementary School. The following procedures are in place to insure the safety of our students and staff:

1. All car riders should be dropped off and picked up at the rear of the school. It can be unsafe if students are dropped off or picked up in the bus drop off area or in the staff parking lots.
2. Car riders should not be dropped off before 7:30. Students should be here by 8:00 so they can be in their homerooms by 8:05. We begin closing doors at 8:00.
3. A school employee will greet car riders as they enter at the rear of the building. Please do not drop off students in the lower parking lot as this interferes with staff arrivals and bus traffic.
4. Students should enter and exit the passenger side of the car closest to the sidewalk.
5. Cars should remain in single file.

Please adhere to these procedures to ensure the safety of your child (ren) and to avoid bus traffic in the front of the building.

Thank you for your continued support!

A handwritten signature in black ink, appearing to read 'Michael Smith'.

Michael Smith
Principal
Newport Elementary