

**School District of Philadelphia**  
**J. Hampton Moore Elementary School**  
6900 Summerdale Avenue  
Philadelphia, Pennsylvania 19111  
215-400-3180 (FAX) 215-400-3181

**Timothy Glynn, Principal**

**Candice Lord, Assistant Principal**

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**Construction Site Rules/Procedures**  
**MUST FOLLOW**  
**Start Date: Monday November 13, 2017**

- The main schoolyard is completely off limits. (no students, no parents, no staff).
- NO ONE is to enter the school yard at any time. Temporary fencing will be put into place restricting these areas.
- Please review, examine, study, the attached **MORNING ADMISSION** and **AFTERNOON DISMISSAL** procedures for your child's grade. There are major changes. Pictures are provided.
- Safety is our #1 priority.
- Again, safety is our #1 priority.
- **MORNING ADMISSION**
  - Parents/Guardians will not be permitted inside the building during MORNING ADMISSION. Parents will drop students off at the designated location and leave.
  - Vehicles/cars must NOT stop in the middle of the street to drop off students. All parents/guardians must find a safe parking spot and walk their children to their designated entrance.
  - Please see attached sheets to find your child's drop off location.
- **AFTERNOON DISMISSAL**
  - Parents/Guardians will be able to enter the building at the end of day to pick up their children. Parents/Guardians MUST enter at their designated location for their child's grade/homeroom.
  - Again, vehicles/cars must NOT stop in the middle of the street to drop off students. All parents/guardians must find a safe parking spot and go pick up their children at their designated dismissal location.
  - Please see attached sheets to find your child's pick up location.
- **MAIN ENTRANCE**
  - Main entrances in both the PEC and MAIN Building are NOT to be used for morning admission. All students must enter and dismiss through the designated locations. Please see attached sheets.
  - Main Entrance on Summerdale Avenue must be used for Bus Drop Off and admission/dismissal for rooms 102 and 109 only.

- **LATE PROCEDURES**

- **GRADES 2, 3, 4, 5**

- If your child arrives after entrance doors are locked, they **MUST** enter through the **MAIN ENTRANCE** on Summerdale Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All **LATE** pickups, grades 2, 3, 4, 5 at the end of the day will be held in the **MAIN** building gymnasium until 3:30. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:09 **NOT** a minute later. Get here early. Early is **ON TIME!**
- After 3:30, all students in grades 2, 3, 4, 5 will be transferred to the **MAIN** office (enter through Summerdale Avenue).

- **GRADES K and 1**

- If your child arrives after 9:00 a.m., students **MUST** enter through the **PEC MAIN ENTRANCE** on Tyson Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All **LATE** pickups, grades K and 1, at the end of the day will be held in the **PEC** building until 3:30. Kindergarten dismisses at 3PM sharp and 1<sup>st</sup> grade dismisses at 3:09 sharp. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:00 for K, and 3:09 for 1<sup>st</sup>, **NOT** a minute later. Get here early. Early is **ON TIME!**
- After 3:30, all K and 1 late students will be transferred to the **MAIN** building (enter through Summerdale Avenue).

**Parents and Guardians, we need  
100% support and patience during  
this construction project.**

**Inappropriate behavior will not be  
tolerated.**

**Again, safety is our #1 priority!!!**

# **DROP OFF/PICK UP MANDATED EXPECTATIONS**

**Start Time for Students in Grades K, 1, 2, 3, 4,5 is 8:30 am.  
Under no circumstances are students to be dropped off, or to arrive at school, prior to 8:00 a.m.**

**Dismissal for Kindergarten is 3:00 p.m.**

**Dismissal for grades 1, 2, 3, 4, 5 is 3:09 p.m.**

**We will be monitoring closely students who arrive to school late and who are picked up late.**

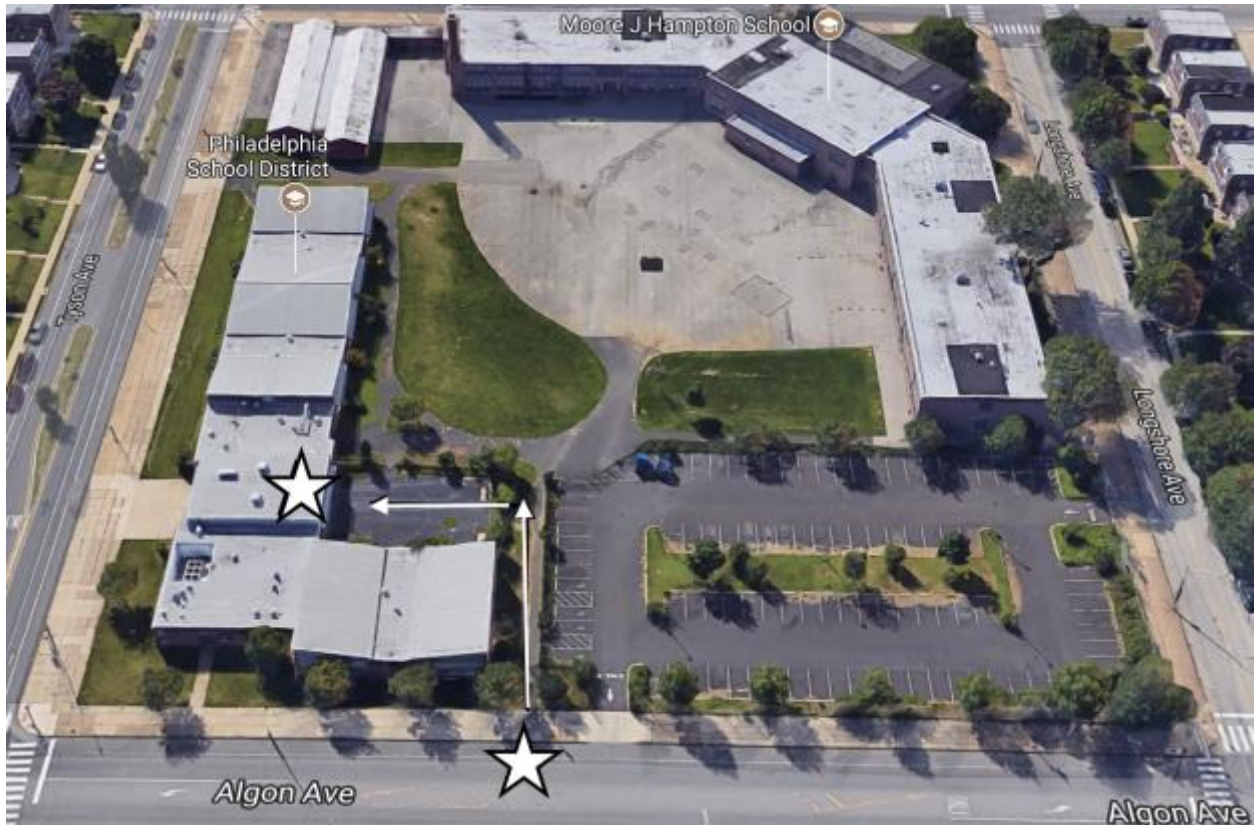
**Late pickups will be monitored closely and proper channels will be taken to report constant late pickups.**

**Please note: patterns of late pickups are considered neglect and will be reported to the proper authorities. You do not want to be on this list.**

**We need parents/guardians/aftercare programs to ensure that all students are picked up ON TIME.**

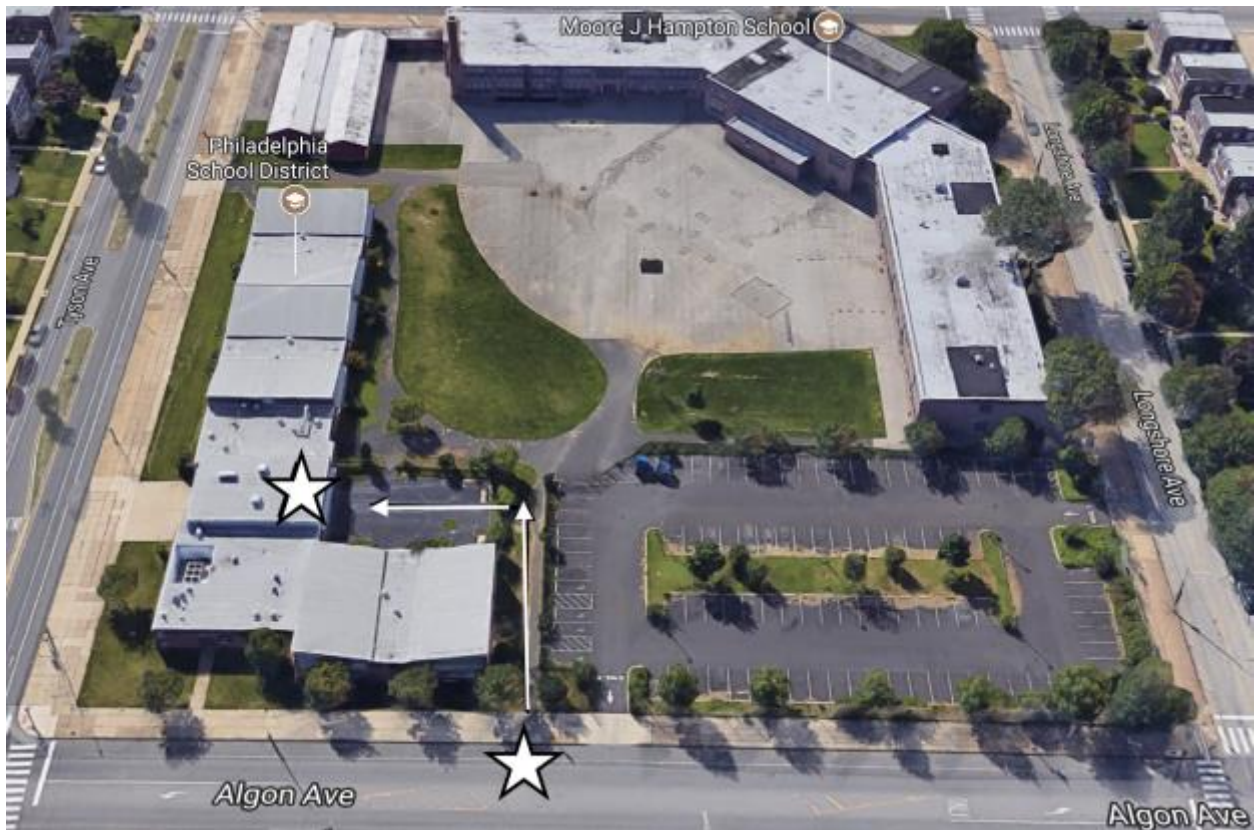
# Kindergarten

- **ADMISSION**
  - All Kindergarten students must enter through Algon Avenue. (See star on map below)
  - Parents can walk their children down the path, and enter the little schoolyard.
  - Students will enter the PEC building lunchroom.
- **DISMISSAL**
  - All Kindergarten students will be dismissed from the PEC building lunchroom promptly at 3:00 p.m.
  - Parents will enter through Algon Avenue, walk down the path, and pick up their children from the lunchroom.
- **LATE PROCEDURES**
  - If your child arrives late, they **MUST** enter through the PEC MAIN ENTRANCE on Tyson Avenue.
  - All **LATE** pickups, grades K and 1, at the end of the day will be held in the PEC building until 3:30 (enter through Algon Avenue side, into PEC schoolyard).
  - After 3:30, all K and 1 students will be transferred to the MAIN building (enter through Summerdale Avenue).



# 1<sup>st</sup> Grade

- **ADMISSION**
  - All 1<sup>st</sup> Grade students must enter through Algon Avenue. (See star on map below)
  - Parents can walk their children down the path, and enter the little schoolyard.
  - Students will enter the PEC building lunchroom.
- **DISMISSAL**
  - All 1<sup>st</sup> Grade students will be dismissed from the PEC building lunchroom.
  - Parents will enter through Algon Avenue, walk down the path, and pick up their child from the lunchroom.
- **LATE PROCEDURES**
  - If your child arrives late, they **MUST** enter through the PEC MAIN ENTRANCE on Tyson Avenue.
  - All **LATE** pickups, grades K and 1, at the end of the day will be held in the PEC building until 3:30 (enter through Algon Avenue side, into PEC schoolyard).
  - After 3:30, all K and 1 students will be transferred to the MAIN building (enter through Summerdale Avenue).



## 2<sup>nd</sup> Grade

A2 (O'Niell), A3 (Gerstenfeld), A4 (Strenk), A5 (Keba)

- **ADMISSION**

- All 2<sup>nd</sup> grade students will enter through the doors on Longshore Avenue. (See star on map below)
- Parents/Guardians will not be permitted inside the building during MORNING ADMISSION. Parents will drop students off at the designated location, Longshore Avenue, and leave.
- Vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and walk their children to their designated entrance.

- **DISMISSAL**

- 2<sup>nd</sup> grade students in rooms **A2 (O'Niell), A3 (Gerstenfeld), A4 (Strenk), A5 (Keba)** will exit through the red annex doors closet to Tyson Avenue.
- Parents/Guardians will wait at the designated dismissal location at the end of day to pick up their children. Parents/Guardians **MUST** wait at their designated location for their child's grade/homeroom to exit.
- Again, vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and go pick up their children at their designated dismissal spot.
- Please do not park in the bus lane in front of the main entrance on Summerdale Avenue.

- **LATE PROCEDURES**

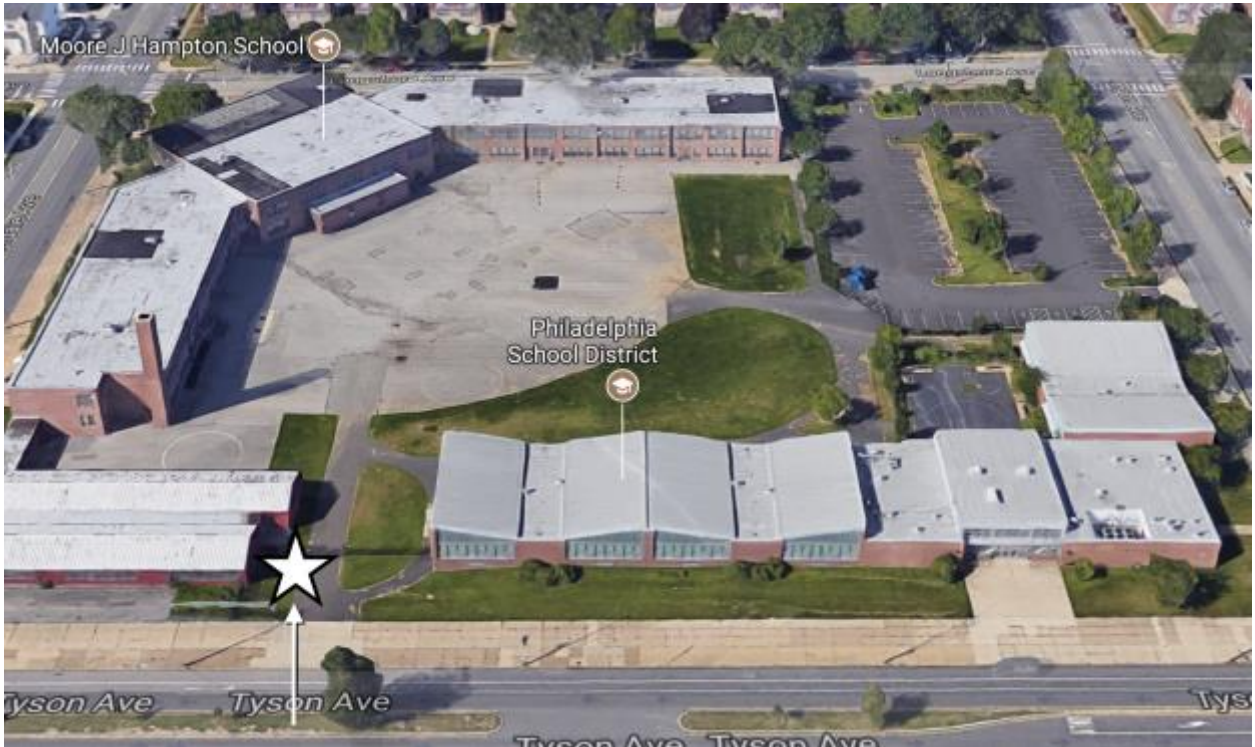
- If your child arrives after entrance doors are locked, they **MUST** enter through the MAIN ENTRANCE on Summerdale Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All LATE pickups, grades 2, 3, 4, 5 at the end of the day will be held in the MAIN building gymnasium until 3:30. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:09 NOT a minute later. Get here early. Early is ON TIME!
- After 3:30, all students in grades 2, 3, 4, 5 will be transferred to the MAIN office (enter through Summerdale Avenue).

**2nd Grade**  
**A2 (O'Niell), A3 (Gerstenfeld), A4 (Strenk), A5 (Keba)**

**ADMISSION - Find the STAR**



**DISMISSAL - Find the STAR**



## **2<sup>nd</sup> Grade**

### **A1 (McIntyre), A6 (Blumenthal), 107 (Nagle)**

- **ADMISSION**

- All 2<sup>nd</sup> grade students will enter through the doors on Longshore Avenue. (See star on map below)
- Parents/Guardians will not be permitted inside the building during MORNING ADMISSION. Parents will drop students off at the designated location, Longshore Avenue, and leave.
- Vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and walk their children to their designated entrance.

- **DISMISSAL**

- 2<sup>nd</sup> grade students in rooms **A1 (McIntyre), A6 (Blumenthal), 107 (Nagle)** will exit through the doors on Summerdale Avenue nearest to the red annex building.
- Parents/Guardians will wait at the designated dismissal location at the end of day to pick up their children. Parents/Guardians MUST wait at their designated location for their child's grade/homeroom to exit.
- Again, vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and go pick up their children at their designated dismissal spot.
- Please do not park in the bus lane in front of the main entrance on Summerdale Avenue.

- **LATE PROCEDURES**

- If your child arrives after entrance doors are locked, they MUST enter through the MAIN ENTRANCE on Summerdale Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All LATE pickups, grades 2, 3, 4, 5 at the end of the day will be held in the MAIN building gymnasium until 3:30. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:09 NOT a minute later. Get here early. Early is ON TIME!
- After 3:30, all students in grades 2, 3, 4, 5 will be transferred to the MAIN office (enter through Summerdale Avenue).



**2nd Grade**  
**A1 (McIntyre), A6 (Blumenthal), 107 (Nagle)**

**ADMISSION**  
**LONGSHORE AVENUE - Find the STAR**



**DISMISSAL**  
**SUMMERDALE AVENUE NEAR RED ANNEX BUILDING - Find the STAR**



## 3<sup>rd</sup> Grade

- **ADMISSION**

- All 3<sup>rd</sup> grade students will enter through the doors on Longshore Avenue. (See star on map below)
- Parents/Guardians will not be permitted inside the building during MORNING ADMISSION. Parents will drop students off at the designated location, Longshore Avenue, and leave.
- Vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and walk their children to their designated entrance.

- **DISMISSAL**

- 3<sup>rd</sup> grade students will exit through the doors on Longshore Avenue.
- Parents/Guardians will be able to enter the building at the end of day to pick up their children in the gymnasium. Doors on Longshore Avenue will open at 3:00 p.m. Parents/Guardians MUST enter at their designated location for their child's grade/homeroom.
- Again, vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and go pick up their children at their designated dismissal spot.

- **LATE PROCEDURES**

- If your child arrives after entrance doors are locked, they MUST enter through the MAIN ENTRANCE on Summerdale Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All LATE pickups, grades 2, 3, 4, 5 at the end of the day will be held in the MAIN building gymnasium until 3:30. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:09 NOT a minute later. Get here early. Early is ON TIME!
- After 3:30, all students in grades 2, 3, 4, 5 will be transferred to the MAIN office (enter through Summerdale Avenue).

# 3<sup>rd</sup> Grade

ADMISSION and DISMISSAL

LONGSHORE AVENUE – Find the STAR



## 4<sup>th</sup> Grade

- **ADMISSION**

- All 4<sup>th</sup> grade students will enter through the doors on Longshore Avenue. (See star on map below)
- Parents/Guardians will not be permitted inside the building during MORNING ADMISSION. Parents will drop students off at the designated location, Longshore Avenue, and leave.
- Vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and walk their children to their designated entrance.

- **DISMISSAL**

- 4<sup>th</sup> grade students will exit through the doors on Longshore Avenue.
- Parents/Guardians will be able to enter the building at the end of day to pick up their children in the gymnasium. Doors on Longshore Avenue will open at 3:00 p.m. Parents/Guardians MUST enter at their designated location for their child's grade/homeroom.
- Again, vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and go pick up their children at their designated dismissal spot.

- **LATE PROCEDURES**

- If your child arrives after entrance doors are locked, they MUST enter through the MAIN ENTRANCE on Summerdale Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All LATE pickups, grades 2, 3, 4, 5 at the end of the day will be held in the MAIN building gymnasium until 3:30. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:09 NOT a minute later. Get here early. Early is ON TIME!
- After 3:30, all students in grades 2, 3, 4, 5 will be transferred to the MAIN office (enter through Summerdale Avenue).

# 4<sup>th</sup> Grade

## ADMISSION and DISMISSAL

### LONGSHORE AVENUE – Find the STAR



## 5<sup>th</sup> Grade

- **ADMISSION**

- All 5<sup>th</sup> grade students will enter through the doors on Longshore Avenue. (See star on map below)
- Parents/Guardians will not be permitted inside the building during MORNING ADMISSION. Parents will drop students off at the designated location, Longshore Avenue, and leave.
- Vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and walk their children to their designated entrance.

- **DISMISSAL**

- 5<sup>th</sup> grade students will exit through the doors on Longshore Avenue.
- Parents/Guardians will be able to enter the building at the end of day to pick up their children in the gymnasium. Doors on Longshore Avenue will open at 3:00 p.m. Parents/Guardians MUST enter at their designated location for their child's grade/homeroom.
- Again, vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and go pick up their children at their designated dismissal spot.

- **LATE PROCEDURES**

- If your child arrives after entrance doors are locked, they MUST enter through the MAIN ENTRANCE on Summerdale Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All LATE pickups, grades 2, 3, 4, 5 at the end of the day will be held in the MAIN building gymnasium until 3:30. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:09 NOT a minute later. Get here early. Early is ON TIME!
- After 3:30, all students in grades 2, 3, 4, 5 will be transferred to the MAIN office (enter through Summerdale Avenue).

# 5<sup>th</sup> Grade

## ADMISSION and DISMISSAL

### LONGSHORE AVENUE – Find the STAR



## 102 (Nealon) and 109 (Ryan)

- **ADMISSION**

- All students in Ms. Nealon and Mrs. Ryan's classes will enter through the main entrance doors on Summerdale Avenue. (See star on map below)
- Parents/Guardians will not be permitted inside the building during MORNING ADMISSION. Parents will drop students off at the designated location, and leave.
- Vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and walk their children to their designated entrance.
- Morning admission will be the same as indoor admission (i.e. students go to art room)

- **DISMISSAL**

- All students in Ms. Nealon and Mrs. Ryan's classes will be dismissed from the main entrance doors on Summerdale Avenue.
- Parents/Guardians will be able to enter the building at the end of day to pick up their children. Parents/Guardians MUST enter at their designated location for their child's grade/homeroom.
- Again, vehicles/cars must NOT stop in the middle of the street to drop students off. All parents/guardians must find a safe parking spot and go pick up their children at their designated dismissal spot.

- **LATE PROCEDURES**

- Enter through the MAIN ENTRANCE on Summerdale Avenue. Please ensure your children arrive on time. Late arrivals cause unsafe conditions.
- All LATE pickups, at the end of the day will be held in the MAIN building lobby until 3:30. Again, for the safety of your children pick your children up on time. Please inform all day care programs to follow these same procedures for your children. Dismissal is at 3:09 NOT a minute later. Get here early. Early is ON TIME!
- After 3:30, all students will be transferred to the MAIN office (enter through Summerdale Avenue).



# 102 (Nealon) and 109 (Ryan)

ADMISSION and DISMISSAL

MAIN ENTRANCE, SUMMERDALE AVENUE – Find the STAR

