

Muhlenberg Elementary Center

610 Sharp Avenue • Reading, PA 19605 • Phone: 610-921-8028 • Fax: 610-921-7905
Mr. Steven C. Baylor, Principal • Mr. Timothy Moyer, Assistant Principal



Dear Parents/Guardians:

Nothing is more important to me and the staff of MEC than the safety of your child. To this end, I want to remind everyone about our dismissal procedures. These procedures are in place for the safety of all students.

The official dismissal time for Muhlenberg Elementary Center is 3:10 p.m. We utilize staggered dismissals, using three (3) separate exits:

Walkers – students permitted by their parent to walk home by themselves – will be dismissed first. Students will exit the building closest to Sharp Avenue from the exit doors facing the parking lot. Please note, for the safety of all children, students who are permitted to walk home are expected to walk straight home and should not enter any vehicle before arriving safely home. Any parent wishing to pick their child up in a vehicle should follow the MEC Parent Pick-up procedures.

Parent Pick-ups – students who are being picked up by parents – will be dismissed second. Parents who wish to pick their child/children up from school will be required to park in the parking lot off of Kutztown Road and meet their child at the doors facing Cole Intermediate and the Muhlenberg Community Library.

Parents MUST HAVE the parent pick-up card provided by MEC that matches the Parent Pick-up card of their child. If the card is not available, the child must be picked up from the main office with photo ID. Please remember that a student will not be dismissed as a parent pick-up unless the parent has sent a note to the classroom teacher indicating that the child is going to be picked up.

Bussed Students – Students riding home on a school bus - will be dismissed next and per bus arrival times. When bus numbers are called via the public address system, all students scheduled to ride that bus will move from either their classroom or bus room to the bus loading area at the cafeteria/gymnasium entrance.



For the safety of all students, please adhere to these reminders:

- All changes in daily transportation must be made in writing and submitted to the MEC main office before 2:30 pm.
 - We (teacher or office) can NOT accept phone calls or emails as proper notification
 - Requests will be accepted by fax machine if photo ID is also provided with message
- Except for *true* emergencies, for safety reasons, we cannot accommodate changes in transportation home after 2:30 pm. Doctor's appointments do not constitute an emergency.
- Picking students up at the end of the day from the main office should be utilized for emergency circumstances only. All students must be designated as either a regular Walker, Parent Pick-up, or Bus Student.

Thank you for your cooperation!