



Dana Elementary Center

50 Dana Street, Forty Fort, PA 18704
phone 570.283.0591 / fax 570.283.1802

Dear Parents and Guardians,

We want to inform you of an important change to the morning student drop-off procedure at **Dana Elementary Center**, which will take effect **Monday, March 10, 2025**. This change is being implemented to ensure the safety of our students, staff, and bus riders, as we have had some close calls with students crossing outside the crosswalk and vehicles pulling forward while others are actively dropping off.

New Drop-Off Procedure:

- All passenger vehicles with students will now be **diverted into the school parking lot** to drop off in a **designated safety zone**.
- Only **buses and student vans** will be permitted to drop off in front of the school building on **Dana Street**.

Morning Arrival Guidelines:

- The **new drop-off zone** will be in the **middle lane of the back section of the parking lot**.
- Please **arrive between 8:20 AM – 8:40 AM** to avoid congestion.
- Follow the directions of designated staff who will assist with traffic flow.
- Once in the **drop-off zone**, **place your vehicle in park**.
- Briefly say goodbye to your child and **ensure they have all necessary belongings before they exit the vehicle**.
- Once your child is safely out of the car, **pull forward to allow other vehicles to drop off**.
- Your child will be directed to the sidewalk that runs through the center of the lawn and to the crosswalk where the **crossing guard is stationed**.

We kindly ask all parents to **stay in line and be patient** as we work to streamline this procedure for a safer morning drop-off for all students and staff.

This new procedure has been coordinated with **Forty Fort Mayor Brian Thomas, Forty Fort Police, WVW Board of Education, and WVW Administration** to prioritize the safety of our students during the busy morning arrival at **Dana Elementary Center**. Please be patient with our staff and community officials as we work to improve the efficiency of this process.

We appreciate your cooperation and commitment to student safety. If you have any questions or concerns, please contact the school office.

Thank you for your understanding and support.

Sincerely,

Mr. Jeff DeRocco

Principal

Dana Elementary Center

Wyoming Valley West School District



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