



# West-Mont Christian Academy

Christie L. Werkheiser, MA, Director of Advancement  
873 South Hanover Street • Pottstown, Pennsylvania 19465  
christie.werkheiser@west-mont.org 610-326-7690

---

## Campus Safety Procedures

Dear West-Mont Family,

We are writing to you today to remind you of some school safety procedures that will allow this school year to flow smoothly. Please read over these guidelines, and refer to the student handbook for more detail. As always, please contact the school offices with any questions; our reception number is 610-326-7690.

### Elementary:

**Morning Drop-Off** – Any student drop-off must enter through the rear doors of the gymnasium. Please keep in mind that you should wait until a teacher opens the doors to let your child out of the vehicle, and have your child move directly into the school building. Please refrain from changing lanes, and always proceed with caution while pulling around the building; children are proceeding toward the building. Parents are not to enter the school through the rear doors for any reason. If you need to speak with a staff member, please enter through the front door. Drop-off times are 7:45 am – 8:00 am. After 8:00 am please park in a designated space, enter through the front door of the building, and bring your child into the school. Late arrivals will be marked as tardy. We cannot permit parents to drop their students off at the front door until after 8:00 am.

**Afternoon Pick-Up** – When picking up your student from school, please stay in your vehicle until your child comes to the car. A teacher will open the school doors and begin dismissing students at 2:50 pm. The doors will close at 3:05 pm, and if you miss the pick-up time, your students will be sent to after-care; you will then need to come in the front door to pick your child up. Please note that in the afternoon, our 5<sup>th</sup> grade Safeties are taking out trash at this time, so as always, cautious driving is a priority. Please be attentive to staff directing buses and cars; if they are allowing you to leave, please know that caution should be exercised when pulling around the building.

- During both morning and afternoon times, vehicles are never to pull around buses. Buses are stopped to either allow children to exit or board the bus. Vehicles pulling around the buses pose a great safety hazard to the children of WCA.
- If there is a change to a student's usual pick-up routine, we ask that all parents notify the school office no later than 2:00 pm at [elementary@west-mont.org](mailto:elementary@west-mont.org), or call our elementary secretaries Lisa Jones or Susan Smith for assistance.

Bringing God's Truth and Purpose Into the Lives of Our Students

## **Middle School & High School (MS/HS):**

**Morning Drop-Off** – If you drop off a student in the morning, please proceed to the U-shaped drive located next to the gymnasium. Students are to exit their vehicle and proceed quickly and carefully to the front entrance of the MS/HS building by the adjacent walk-way. If you need to speak to a staff member, please park in a designated space, and come inside to the reception area; Mrs. Pettis, the MS/HS secretary will be happy to assist you. Drop-off times are 7:40-7:55 am; after 8:00 a student will be counted as tardy.

**Mid-Day Pick-Up:** If you need to retrieve your student during the day, please park in a designated space, and come into the MS/HS building, as you will need to sign them out of the building.

**Afternoon Pick-Up:** If you pick up your student in the afternoon, please follow the same protocol as in the morning, and use the U-shaped drive. We ask that parents line up in an orderly fashion, and exercise caution while arriving and departing. If you know that your student will be delayed in arriving at your vehicle, in consideration of other parents, we ask that you park in a designated space to await your student's arrival. Pick-up time is at 3:00 pm, and we ask that all students be picked-up by 3:15 pm.

**Changes:** If there is a change to a student's usual pick-up routine, we ask that all parents notify the school office no later than 2:00 pm at [brittney.pettis@west-mont.org](mailto:brittney.pettis@west-mont.org), or call our school number.

We thank you for your cooperation in keeping our campus a safe environment!

Many Blessings,

Christie