



THE SCHOOL DISTRICT OF PHILADELPHIA

Sakai Beard M. E.d.
Principal

Richard Wright Elementary School
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Richard R. Wright is an educational community committed to providing a supportive environment. Our students will develop a passion for learning that will result in a strong foundation that they can use to achieve future success, through the development of collaboration skills and exercising perseverance.

Richard R. Wright Elementary School
2026-2027 Late Pick Up Guidelines

August 3, 2026

Dear Wright Parent/Community Member,

Thank you for allowing us the opportunity to partner with you this school year. We would like to provide a few important reminders regarding our school schedule and dismissal procedures.

- Full School Day: 7:30 a.m. – 2:00 p.m.
- Half Day/11am Dismissal: 7:30 a.m. – 11:00 a.m.

Please make a consistent and timely effort to ensure your child is picked up no later than the dismissal times noted above. If a parent or authorized adult (must be 18 or older) cannot arrive by 2:09 p.m., it is their responsibility to:

- Full Day- Notify the classroom teacher and main office before 1:30 p.m
- Half Day/11am Dismissal- Notify the classroom teacher and main office before 10am.

This policy follows The School District of Philadelphia's expectations for daily student drop-off and pick-up.

Excessive Late Pick-Ups

The following steps will be taken for repeated late pick-ups:

1. 1st Late Pick-Up: Verbal reminder of the policy from a Wright staff member
2. 3rd Late Pick-Up: Written communication outlining the policy and late pick-up date/time
3. 5th Late Pick-Up: Resource referral initiated and meeting scheduled
4. 7th Late Pick-Up: Department of Human Services referral/report filed

We understand that emergencies may occur. However, we strongly encourage families to plan ahead by arranging for alternate authorized individuals to pick up your child if you are unavailable.

Respectfully,
Mr. Lites
Climate Manager
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Richard R. Wright Elementary School

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