



PINE GROVE ELEMENTARY

RULES FOR DROP OFF AND DISMISSAL



SCHOOL HOURS AND DROP OFF

9:30 AM 4:10 PM, Gates open at 9:05
Early Dismissal Day 9:30 1:10

Students are **NOT** to be on campus prior to 9:05. Parent will receive a call from administration if students are dropped off without supervision. Doors open at 9:05 for breakfast. Tardy bell rings at 9:30. Breakfast will end at 9:45 for tardy students unless your child arrived on a late bus.

YMCA Hours: 6:30 AM 6:00 PM
WEE Care 7:00 5:30

Program for students who need before/after school care.

PRE K & ESE Drop Off

Parents may park and bring their student to the front gate or you may stay in your vehicle. Pre K students must be ready to exit. If your child needs assistance, pull all the way up so a staff member can assist you.

ESE VE students **MUST** have hand to hand drop off at the front gate. You can request a familiar person, upon arrival.

CAR LINE DROP OFF

Morning drop off starts at 9:05. **There will be one lane for morning drop off.** This eliminates safety concerns and congestion. Please stay in the right lane and pull all the way up. Students may exit their car when they see an adult. Adults will be present to assist with students getting out of their vehicle.

Bookbags should be closed and students should be ready to exit. If your child is not ready to exit the vehicle, you will be asked to pull forward.

LATE ARRIVAL

After 9:30, families must park and go inside the front office to sign in your child.

DISMISSAL PROCEDURES AND RULES

DISMISSAL- 4:10PM

ALL CHILDREN MUST BE PICKED UP BY 4:45

Walkers

If your wish for your child to be a walker, you must fill out the walker permission form and get the form notarized. K-2nd grade students will not be able to walk home without an adult. K-2 students can walk home with an older sibling in grades 3rd-5th.

RAINY DAY DISMISSAL

Prior to rainy day dismissal a Facebook post and phone call will go out. Walkers will need to be picked up in the car line. Make sure to get your car tag at Open House or from the front office. You will need to park and sign out your child if you do not have a car tag.

Students will have a walker tag on their backpack- DO NOT REMOVE

CAR RIDERS

You must have a car rider tag with a Driveline number. **If you do not have a car tag you WILL HAVE TO PARK AND SHOW YOUR ID** in the front office. Tags must be displayed at all times. ONLY ONE LANE FOR CAR RIDERS DUE TO SAFETY CONCERNS AND CONGESTION. Pull all the way up!

STUDENTS WILL ONLY BE RELEASED TO THOSE ON THE EMERGENCY CONTACT FORM

BUS RIDERS

School Board Policy po8600 states a parent/guardian must be present at the bus stop for ALL K-2 students. A designated adult may pick up the students from the bus stop if they are on the bus registration form. No adult at the bus stop will result in the student returning to school. DO NOT REMOVE BUS TAG ON STUDENT BOOKBAG.

Early Sign Out

Students may be signed out no later than 3:10

CHANGE IN DISMISSAL

Note must be submitted to front office prior to dismissal change