

**Pembroke Pines Charter Elementary School-West Campus
Arrival & Dismissal Procedures for Parents
2015-2016**

Arrival

- Always drive slowly and cautiously while on school grounds.
- Always drop students off in designated areas only.
- All students being dropped off should disembark on the passenger side of the vehicle.
Always stay in your car while dropping off or waiting for your child. **Pull all the way up to the front of the line** to allow as many cars into the area as possible. Stopping midway or getting out of your vehicle will delay the process and inconvenience other parents.
- All elementary and middle school car riders must be dropped off at the middle school **after 8:05**.
- Elementary students arriving after **8:50** will be considered tardy. Tardiness is disruptive to the learning environment and may have a negative impact on student achievement. A pattern of tardies may indicate early signs of truancy.
- Parents may not walk students to class.
- Students must be at school by 8:50. Supervision begins at 8:05.
- The middle school car line is done at 8:45. For the safety of your child, if you arrive late, please drive to the elementary front office. Parents/guardians **MUST** sign their children in when they are tardy.

**THE ELEMENTARY PARKING LOT IS CLOSED BEGINNING AT 8:00.
AFTER ALL BUSES HAVE COMPLETED MORNING DROP OFF, THE GATE WILL BE SHUT.
THE PARKING LOT WILL REOPEN AT 9:00**

Dismissal

- **Elementary Car Riders** are dismissed to the middle school and should be picked up **before 3:15**.
- **Middle School Car Riders** should be picked up **after 3:15** in front of the middle school.
- If you have children in **both elementary and middle school**, arrive **after 3:15** when both students will be ready for pick-up.
- Remember, any interruption in the flow of traffic will delay the process because of the limited amount of space available. If you arrive too early, you will be asked to move your vehicle.
- In accordance with SBBC Policy, students are NOT released 30 minutes prior to dismissal.

We appreciate your cooperation with these procedures as they are necessary to ensure the safety of our students. Remember to always use designated pick-up and drop-off locations. There is no supervision before 8:05 am and after 3:30. Park only in designated areas. Adhere to these procedures even in inclement weather.

Print Student Name

Parent Signature

Teacher/Grade

Date