

PCS Pick Up Procedures

At dismissal, students being picked up should exit through the main lobby and stand under the overhang. Students in grades PK-4 stand on the left side of the area and students in grades 5-8 stand on the right. Students should treat this area as they would a classroom area.

Students must listen for their names to be announced as well as the cone number at which to stand. Their cars will drive to their assigned cone and students should remain at the cone until the car has stopped.

Students must enter the car on the passenger side of the vehicle. At no time should the student go around the vehicle or between vehicles to the trunks. If students need assistance, they must ask a staff member on duty. Parents are not allowed to exit their vehicle at any time during pick up. If a parent walks up to the building, the student may not leave with the adult until the student has been signed out in the office. The student may not cross the parking lot to their car without the adult.

Older students who have written permission from home to walk or bike home should check in with a staff member on pick up duty on their way out.

No student will be permitted to leave with an adult other than adults on their emergency list unless there is written permission to do so and it has been cleared through the main office.

Thank you for your cooperation with these procedures so that we may ensure the safety of all.