



Dear PPS Parents,

Welcome to our 2019-2020 school year! This letter is to inform you of our **DISMISSAL PROCEDURES**. Our goal is to make sure each child/ren gets home safely and in a timely manner.

In order to do this, we need your help. Each car that comes through the pick-up line has to have a color coded car tag, provided to you by your child/ren's teacher, hanging from the rearview mirror where we can see your child's name, grade and teacher's name. If you have multiple people who pick up your child/ren and you need more than the two car tags provided, please let us know and we will be happy to make more for you. If the person picking up your child/ren does not have a car tag, they will have to park in the lot and come inside to verify their name on the pick up list. This is for the safety of your child/ren, which is our #1 goal!

Our **DISMISSAL TIME is 3:00 - 3:30!** EVERY GRADE will start dismissing at 3:00! We ask that each driver move down as far as possible before we load the children. Parents are asked to stay in their vehicles when picking up children. It creates confusion when parents are trying to pick up children from the sidewalk. Do not leave your vehicle unattended in the car-rider line. Always display your car tag so that it may be easily read. **This tag will be distributed during Meet Your Teacher.**

When loading or unloading, please pull your vehicle up as far as possible so other vehicles may load and unload at the same time. We will load students from the right side of the vehicle so students may enter the vehicle without crossing traffic. Students will not be allowed to walk to their vehicle before it arrives at the designated pick-up point. **3:30 is the END of dismissal. Students left at school after 3:30 will be taken to the front office and applicable fees will apply.** If your child/ren rides a daycare van MAKE SURE they are aware of this change!

Thank you so much for your help and cooperation during this first week. As always, the safety of your child/ren is our #1 goal!

Dr. Harold Dodge, Principal