



Pine Brook School

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Parent Drop Off/Pick Up/Tardy Procedures

While arrival and dismissal on the District's school buses is the recommended method of transportation, we understand that there are times when a child may need to be picked up by a parent or guardian. Please note that the Board of Education Policy states "...the early dismissal of students is detrimental to the student and the school program in that it: a) shortens the student's day and disrupts the routine; b) disrupts and distracts from other responsibilities of the school staff; c) creates a safety hazard due to the interference with school bus traffic. As a result, we are asking that parents do not drop off students in the morning or pick up their children from school in the afternoon unless it is absolutely necessary. For those parents who feel that they must transport their children to school at the beginning of the school day or home at the end of the day, please adhere to the following procedures:

Parent Drop-Off Procedures

Since buses will be unloading in front of the school, please make all drop-offs in the side parking lot between 8:40 - 8:50 AM. There will be no cars permitted in the front driveway when buses are present. When dropping off children in the morning, please drive to the rear of the school, make a u-turn, and follow the line of cars at the curb dropping the children off. For the sake of student and bus safety, parents are asked to limit this practice to emergencies only. The routine dropping off or picking up of students is strongly discouraged by the Board of Education and the administration.

Tardy Procedures

No cars will be allowed to enter the front loop during morning arrival. If you are arriving after District buses have completely exited Pine Brook, you may drop your child off at the front door. Please be sure your child enters the front of the building before leaving the premises. The student will receive a late pass from the Main Office. Note: If students arrive to homeroom after 8:54AM, they are considered tardy. Refer to the Student Handbook for additional information.

Parent Pick-Up Procedures

If you are picking up a child at the end of the day, you must sign your child out through the rear of the building (near the Media Center.) Please park and come into the rear of the building with identification to pick up your child at 3:00PM. Children will be called down at 3:04PM. Buses begin to arrive at 2:45 PM, so no parking is permitted in the front parking lot of the school any time after 2:45 PM. Parking along the front school driveway is not permitted at any time. On the rare occasion you need to pick up your child before 3:00pm, please be sure to register on Passage Point before coming to the Main Office through the Main Entrance doors.

Children without explicit parent/guardian pick-up documentation will be sent home on District buses. Be sure to send in notes regarding any changes in your child's transportation method home.

Thank you for your cooperation. We know that these procedures will secure our instructional time, and will allow for a safer and more orderly student arrival and dismissal each day.

Sincerely,

Julie Szustowicz

Julie Szustowicz
Principal