

## PINES LAKES ELEMENTARY SCHOOL

ARRIVAL AND DISMISSAL PROCEDURES- Lower & Upper School via West Lot off 103<sup>rd</sup> Avenue

***FYI: PARENT & VISITOR PARKING is only available in the North parking lot- enter from Johnson Street***

### ARRIVAL:

- Breakfast is served from 7:20-7:40 a.m. Students eating breakfast should enter through the west carpool doors and report directly to the cafeteria.
- Students not eating breakfast may begin arriving at 7:20 a.m. and enter through the west carpool doors. This door is locked at 7:50 a.m.
- School staff remain in the hallways until 7:50 to ensure students safe arrival to class.
- Parents who bring their child to school after 7:50 a.m. must parent and escort their child into the office. These students are marked tardy after 7:50 a.m.

### DISMISSAL:

#### ➤ WEST CARPOOL- *accessed from 103<sup>rd</sup> Avenue*

- Only students whose cars drive through the carpool lane are dismissed as car riders.
- Cars should pull all the way forward. For safety reasons, parents must remain in their vehicle and encourage their child to enter the vehicle on their own via the passenger side.
- Place the school-issued nametag with your child's name onto your passenger side sun visor before entering our carline.
- Students must be able to buckle/unbuckle their seatbelts and open/close their car door on their own.
- Students are dismissed at 1:50 p.m. and must be picked up promptly. If you are running late, please notify the office.
- For safety purposes, no parents are permitted to walk up to carpool or to walk through where the car riders are seated.

#### ➤ EAST or WEST WALKERS

*East walkers meet by picnic tables on the east side; West walkers meet by the bike rack on the west side.*

- Please decide which walker area your child will be dismissed to and inform your child and their teacher.
- School staff escorts all walkers to their designated area for dismissal. Your children will continue walking home from this area or you can meet them here. If you are meeting your child, you must be there before 1:50 pm.
- For safety purposes, no parents are permitted to walk up to students seated at carpool or to walk through where the car riders are seated to access the walkers.
- Walkers should always use the designated crosswalks with crossing guards. This will prevent them from crossing in front of traffic entering/exiting our parking lots. Pedestrian gates are located at each parking lot to keep walkers separate from vehicle traffic.

#### ➤ EAST or WEST BIKE RIDERS-

*Students coming from Palm Avenue use east bike rack; Students coming from 103<sup>rd</sup> Avenue use west bike rack*

- Bike riders are asked to use the bike racks as noted above so that they don't cross in front of traffic entering/exiting our parking lots.
- Based on where you live, decide which bike rack your child will use and inform your child and their teacher.
- All bike riders should have a lock to secure their bicycles and always wear a helmet.

#### ➤ BUS RIDERS

- These students are officially assigned a Broward County School bus or are enrolled at a private after school care that provides transportation. These students are escorted to the bus loop to load the buses. No parent drop-off or pick-up is permitted in the bus loop. Bus riders are checked off on a list during bus arrival and dismissal.

#### ➤ YMCA AFTER SCHOOL CARE

- These students are registered in the on-campus after care program and remain on campus. Aftercare dismissal in the north lot (Johnson Street). Aftercare parent pick-up is in the north lot (Johnson Street). Be sure to follow pick-up procedures designated by the YMCA staff.

*So that we can properly supervise our students,  
school staff will redirect parents not following our arrival and dismissal procedures.*

*Thanks in advance for helping us ensure the safest and quickest way to  
allow our entire student body to enter and exit campus each day.*