



Annual Pick-Up and Drop-Off Reminder Letter

Dear PCS Parents,

As we enter a new year, it is important to revisit some safety issues regarding student drop-off and pick-up procedures.

Drop-off: The lower driveway drop-off zone has been designed with directional cones and barricades to assist with safety and optimal traffic flow, and we ask that you please stay within their boundaries. In the event that the cones are not present, please use the following instructions – please remember, the absence of cones does not imply that the rules no longer apply.

We ask that parents please pull to the curb area within the designated drop-off zone and wait for a PCS staff member to assist your child(ren) from the vehicle. After your child is safely out of the vehicle and you are ready to exit, please follow the PCS Drop-off & Pick-up Map, and continue on around past the Chapel/Extended Day Building, up and around the main church parking lot, and back down the school's driveway – **do not try to exit down the church driveway near the playground or at Sports Club Drive**. It is vitally important that everyone follow these rules, as they are in place for your safety and to keep the flow of traffic consistent.

After drop-off is complete at 9:15a, the entire drop-off area will be closed off and inaccessible until 3:15p.

Pick-up: As always, you may pick up your child(ren) in the office before the students go out for the pick-up line, around 2:55-3:00pm. However, once the students have gone outside into the pick-up area, you may *only* pick them up by driving through the pick-up line or waiting until they are brought down for Extended Day check-in after 3:15p. You will not be able to drive through the drop-Off/Extended Day area until after 3:15p.

The pick-up area has been designed to accommodate two lanes for student pick-up. We ask that parents please pull forward to the pick-up area and take your place in one of lines. One of the staff members will confirm with you which student(s) you are picking up, and will then bring the child(ren) to your vehicle. In the interest of safety, please *do not pass* any vehicles in the pick-up area (unless directed to do so by a PCS staff member). Please refrain from making phone calls or sending text messages while waiting in the pick-up area, and for the safety of you and your child, please remain in your vehicle - you may not walk through the cars in the pick-up lines.

We also ask that you **do not try to use Sports Club Drive or the church driveway at any time**, and for your safety and the safety of others, there should be no U-turns made around the cones at any time. Also, *please note the campus speed limit is five miles per hour*.

We understand that drop-off and pick-up times can be hectic when added to already busy daily schedules. We know your child's welfare is of utmost importance to you, as it is to us, so we appreciate your cooperation and your patience. We look forward to a safe and enjoyable school year! If there are questions or concerns about the drop-off or pick-up procedures, please feel free to contact me, 530.672.6657.

In His Service,

Jenny Schofield
Administrator/Principal