

ATTENTION PCY FAMILIES!!!

Pick-Up Placards

SAMPLE:



To improve the flow of the carline on both sides of our campus, we are implementing pick-up placards. Place the attached placard in the PASSENGER side windshield of your car so staff can easily see your name and call for your child. Additional placards can be requested in the office.

DROP-OFF/PICK-UP PROCEDURES

In an effort to keep our children safe, we have organized drop off and pick up procedures. These traffic procedures are most effective when everyone is clear on what they are supposed to do and works together. Supervision for students is available for students 7:45 - 8:05 a.m. and 2:50 - 3:00 p.m. If you must drop off or pick up outside of these hours, you must arrange for childcare.

Grade	Arrival Time	Start Time	Dismissal
A.M. Kinder	8:00 a.m.	8:10 a.m.	11:50 a.m.
P.M. Kinder	11:15 a.m.	11:20 a.m.	3:00 p.m.
Grades 1-3 Early Birds	8:00 a.m.	8:10 a.m.	1:50 p.m.
Grades 1-3 Late Birds	9:00 a.m.	9:10 p.m.	2:50 p.m.
Grades 4-6	8:00 a.m.	8:10 a.m.	2:50 p.m.

Transportation by Car

1. There are two carlines.
 - a) The circle driveway along Knight Way
 - b) The Gould gate
2. You must follow California state traffic laws at all times. Sheriffs periodically monitor the traffic and will give out tickets to those in violation of CA traffic laws. There is NO parking on the dirt island along Gould Avenue nor in front of the horse trail directly across from the school on Knight Way.
3. Drivers are expected to adhere to the following rules for the safety of all:
 - a) Marked signs designate the drop off and pick up area. Children are allowed to exit only within the pairs of designated signs.
 - b) Parents can help expedite the flow of the carline by keeping good-byes brief and having children prepared with their backpacks on laps for a quick exit.
 - c) Drivers must stay seated in the car. If children need adult assistance with belongings, please pull forward to the parking zone beyond the drop off and pick up area.
 - d) Maintain the flow of carline. Do not park, double-park or leave your car for any amount of time in the drop off and pick up area.
 - e) Do not drop off or pick up your child in the staff parking lot.

- f) Maintain a safe speed (5 mph) through the carline.
4. Children dropped off or picked up along Knight Way must use the designated crosswalks to cross the carline and/or street. Do not motion to your child to cross on their own.

Transportation by Walking or Biking

- Families living West of PCY – Children walking or biking from the West of the PCY Campus should enter campus through the upper playground gate on Gould Ave. or the front office area. Students riding bicycles will be directed to walk their bicycles on campus and to lock them up on the designated racks outside of room 2 and room 3.
 - Exception: Late Birds **must** enter the school through the Knight Way carline. Late Birds may not arrive to school until 8:50 a.m. Late Birds will enter the school by walking around the administration building and report to the lower playground where staff will supervise them until they are dismissed to go to class at 9:05 a.m.
- Families living East of PCY – Children walking or biking from the East of the PCY campus should enter/exit the campus through the Knight Way/Oliveta Gate only. The reason for this is to keep children out of the parking lot and carline area.
- Students in 4 – 6 grades may ride a bike if they have a signed bike permission slip (available in the office). Students who ride a bike are required by law to wear a helmet. If we find a student riding a bike and not wearing a helmet, we will inform the parents and may revoke the bike permit. Bikes must be locked and the school cannot be responsible for a lost or stolen bike.

Remember, when you choose to break the driving laws or PCY Traffic Procedures, you are modeling behavior that may be replicated by others parents and/or students. Please help us keep everyone safe and the car line running smoothly. Thank you for your attention and cooperation with the PCY Traffic Procedures.