

Memo

To: All Pinebrook Elementary parents and visitors

RE: Important safety-related changes

Car rider procedure:

We are now going to have car riders wait in the commons area inside the building until their ride is here. Mrs. Cox will still call names on the mike and students will leave from inside the building.

Visitors to Pinebrook:

- All visitors must now **sign in and out** and exit through the office. Please do not leave through a side door.
- We will be using 3 different colored visitor tags: one for morning visitors (up to 8:10), one for lunch, and one for parents or visitors that have an appointment in the school building. The "old" (white) visitor's tags will be used for special events like the book fair, grandparent's luncheon, etc.
- The front doors to the building will be locked until 7:45. If you have a conference scheduled with a teacher prior to this time, they will meet you at the front doors.
- Parents/visitors are welcome to eat breakfast with their child or escort them to the gym from 7:50 to 8:05. Please do not drop your child off at their classroom during this time. Many teachers have morning duties and will not be in their classrooms until 8:05.
- Students are not allowed in the building until after 7:50. No students should be dropped off at school prior to this time.
- All parents/visitors should be out of the building by 8:10 unless they have an appointment to meet with a staff member.
- Lunch visitors should not be in any area of the building other than the commons area or cafeteria. You will be asked to get a new visitors tag from the office if you need to proceed past these areas.
- If you need to enter the building during the school day, other than for lunch, you must have a scheduled appointment with a staff member. Front office staff will assist you with getting the proper visitor tag needed to move about the building.

Volunteers signing out students:

- All volunteers must follow the same sign-out procedures as other parents.
- Students cannot be released from the classroom until after 2:50 unless they are called from the office. Volunteers cannot go to the classroom and get their student. This is very important for accountability purposes!!
- We strongly encourage all volunteers to use the car rider line in the afternoon with other parents.

Outside Lunches:

- Reminder about a current policy we are not following very well: when a parent/visitor brings in an outside lunch for a student, they are ONLY allowed to eat with their child. No other students are allowed to join them. We have many students on special diets and/or with allergies that

cannot have an alternate lunch. We also don't want students being supervised by someone other than their own parents or a staff member.

- If everyone is buying school lunch, one other student may join them in the cafeteria.

Picnic Area:

- Parents are not allowed to eat outside at the picnic area with students, unless the whole class is outside. We need parents and students to stay inside the building for the duration of their visit.