



Pleasant Union 2016-17

Arrival, Dismissal & Transportation Info **CELL PHONES MUST BE OFF DURING CARPOOL**

Arrival/ Dismissal

- Students can come in the building at 8:45 and go to breakfast or go to class.
- The Instructional Day begins at 9:15. Students will receive a tardy slip after 9:15.
- If your child arrives after the 9:15am tardy bell (staff will have left the carpool loop), you will need to escort your child to the front office and sign your child in for the day. An ADULT is required to sign students in or out once the school day has begun. Late students must receive a tardy slip from the office before reporting to their classroom. Excessive late pick-ups will be referred to the social worker and/or administration.
- Students can be checked out before 3:15. **We will not dismiss students between 3:15-3:45.**
- Arrival after 12:30 or dismissal before 12:30 will be counted as a full day's absence.
- All transportation changes should be in writing to the teacher or called into the office before 12:30 to make sure your child is notified about the correct transportation.

Morning Carpool

- Do not get out of your car at the drop-off points, a safety patrol or staff member will open the door for your child. We will help with seatbelts if needed, too.
- Drop-off at points where there is a safety patrol or staff member.
- Have your child ready to get out of the car by having all of their things ready in their hands.
- Follow the traffic patterns designated by the cones and do not pass other cars in the unloading loop.
- Carpool students wishing to eat breakfast should be dropped off no later than 8:50am.

Afternoon Carpool

- Do not park and pick-up from the cafeteria or office early to check out your child. Unless it is an emergency, please wait in the carpool line.
- Cars arriving early will line up in a single line until 3:15. At 3:15, the 2nd line can start.
- Have your number posted in the window until your child gets in the car.
- Afternoon carpool begins at 3:45. The teacher on duty at the top of the hill will call numbers, alternating one car at a time from each line.
- Do not get out of your car at the pick-up point; a safety patrol or staff member will open the door for your child(ren). If you need to buckle your child in their chair, please pull around to park and then buckle them in.
- When their number is called, students will exit the cafeteria and stand on a purple paw underneath the awning by the carpool loop. Do not honk or yell for your children.
- If a student does not come outside after their number is called, families may be asked to pull up to the top of the loop, park, and wait for your child to be brought to them.
- Students should only enter the car curbside.
- Pick-up at points where there is a safety patrol or staff member. Please do not honk, call, or exit the car to pick-up your child from the waiting area.

- Follow the traffic patterns designated by the cones. **Do not pass other cars in the loading area unless directed by a staff member.**
- Students who are not picked up by the end of carpool are considered late pick-ups and are escorted to the office. Late pick-ups must have a parent come in the school to sign out the student.
- Excessive late pick-ups will be referred to the social worker and/or administration. Thank you for arriving on time to pick up your child!

Bus Transportation

- If you'd like bus transportation and have not already signed up or do not have a PUE sibling, please go www.wcps.net/parents/transportation and sign-up.
- Call **919-805-3030** for specific bus stop or timing questions. Students will not be allowed to ride the bus without an assigned bus stop.
- **All students** are tagged with identifying (name, address, emergency contact info) bus tag the first 30 days of school.
- **All Kindergarteners** are walked to bus loading area and helped onto the bus by safety patrol or staff member during the first few weeks of school.
- **A parent or responsible person must be at the stop or the kindergarteners/ 1st graders will be brought back to school.**
- **Buses are late as of 4:15 and we will send out messages at 4:15 of any late buses.**
- We use Remind text service: **Remind-** message alert system created for teachers to push notifications to students and parents via text and/or email. Information about sign-up will be sent after school year starts.

Parking

- There is additional parking at the back on the front parking lot on the grass and on the bus loop side behind the retaining wall in the gravel lots.
- Please do not park anywhere on Pleasant Union Church Road. This creates a safety hazard, as drivers leaving the school can't see around the parked cars. There are "No Parking" signs on both sides of the road.
- There is No Parking in either the bus loop or carpool loop. These are fire lanes and must be kept clear.
- Please do not park in the afternoon carpool line and leave your car to come in to the building.

We will enforce all arrival and dismissal procedures in a fair and kind manner.

Thanks

