

**Pine Valley Elementary School**  
**Pick up and Drop Off Procedures**

The staff at Pine Valley works to keep our children SAFE at all times. Arrival and Dismissal times must be safe and organized so that we can supervise and account for all students. It is necessary for parents to comply with the following procedures. We have worked throughout the fall with our Director of Safety with NHCS, law enforcement, and the City of Wilmington traffic engineer to evaluate our safety practices.

**Morning Drop Off: “Let the line do the work.”**

- Car drop off area is managed by staff.
- Students may be released from cars at 7:20.
- Parents are required to drive through the driveway where staff are supervising drop off.
- Parents should not drive across the parking lot and let children get out of cars.
- Students cannot be dropped off in the center of the parking lot.
- We are in the process of having a chain/bollard barrier installed along the sidewalk to prevent cars from driving across the sidewalk.
- The safest practice is to stay in your car and let your child get out at the designated area.

**Afternoon Pick Up:**

- Stay in the car line and your child will be brought out of the cafeteria and supervised by staff.
- Do not park your car and walk to the cafeteria door. This creates a safety problem when crossing the car line.

**Walkers/Bike Riders:**

- We have two staff members assigned to each end of the building to “check out” walkers and bike riders.
- These students are escorted safely to the edge of our campus to be released.

**Parents on the sidewalk:**

- Parents waiting on the sidewalk at dismissal time are creating a problem. Children cannot walk on the lines to their areas due to parents standing on the lines in clusters. We need to move parents to the blacktop areas where children will be “checked in” to the staff and then released to the parents.
- Teachers have a system for delivering children to designated areas, and children should not be removed from the lines. (cafeteria for vans and cars, buses, and the 2 walker areas)