

August 1, 2016

Dear Pitner Family,

To ensure the safety of our students, Pitner has procedures in place for student drop off and pick up. Please help us have an efficient and safe car rider line by reading and adhering to the following guidelines. I would like to encourage bus ridership as an alternative to help alleviate some of the car rider line overcrowding issues.

#### AM Procedures

- Students must stay in the car until 7:15am when the bell rings or when the staff members on car duty report to their area. The doors are locked until 7:15am. We do not have staff on duty to supervise students until 7:15. Several staff members have children who attend Pitner, and they supervise their children until 7:15am when the bell rings; therefore please wait for staff to come to car duty.
- Parents should wait in the car lane until they reach the drop off circle at the front of the school.
  - DO NOT drop off on Wade Green Road at the gate. The right lane is a moving lane of traffic that flows into our parking lot. It is an extremely dangerous to allow students to be dropped off on Wade Green Road.
  - DO NOT pull down past the car lane, double-park and let your child out of the car.
  - DO NOT drive past all the cars waiting and jump in front of others who have been waiting in the car lane
  - DO NOT pull into the disabled parking spaces, we have parents of students with physical disabilities who need these spaces
  - DO NOT pull into the bus area and walk your child around to the front of the school.
  - DO NOT drive down near the playground, let your child out and have them run up the sidewalk into the school
- Please pull all the way forward in the car lane circle to drop off your child. When we can un-load five to seven cars simultaneously, our car lane moves quickly and smoothly.
- Prepare your child to exit the car in a timely manner by having backpacks ready and saying good-byes before you get to the curb.
- Please make sure your child exits the car on the right side of your car (curb side)
- Please do not exit your car. We have personnel available to assist your child or children.
- After 7:45 please park your car and walk your child in the building to sign them in and obtain a tardy pass.
- Parents and/or visitors must sign in and obtain a visitor's badge from the office before going to the cafeteria, media center or classrooms. Classroom visits and conferences should be scheduled in advance with the Classroom Teacher. This is a Cobb County School Board Policy.

#### PM Procedures

- A Pitner Car Lane Tag is required to pick up children in the car pool lane. Make sure the car lane tag is visible in the front window and in dark print for our staff to read. Drivers of cars without car lane tags will have to park, come in the school, show id, and be verified before the child will be dismissed. Therefore, please make sure the people who are approved to pick up your child have a car lane tag. Please contact your child's teacher or stop in the front office if you do not have a car lane tag.
- Please pull all the way forward in the car lane circle so we can load five to seven cars simultaneously
  - DO NOT drive past all the cars waiting and jump in front of others who have been waiting
  - DO NOT park and walk to the front of the school to pick up your child
  - If you need to park and walk up to the school to pick up your child, please report to the front office to sign them out before 1:45pm; otherwise, please wait in the car lane
- Walkers are dismissed from the cafeteria and will be signed out to approved adults who show ID.
- Please be here to pick up your child before 2:30pm.
- Students not picked up by 2:30 pm will be checked into ASP(After-school program), charged a \$10 registration fee if they have not already registered and a \$7 daily ASP fee.
- Student checkout through the office must be completed by 1:45.
- Please refer to Parent Handbook on the website for detailed information on transportation changes. (A printed copy of the handbook can be requested. An electronic copy is found on Pitner's website in the Information tab.)

***Thank you in advance for cooperating with these guidelines and doing all you can to ensure the safety of our Pitner Patriots!***

Sincerely,  
Dr. Hosey  
Principal