



Pinellas Preparatory Academy

Pinellas Primary Academy

Car Circle Directions

Student safety is a paramount concern for us. In order to ensure the safety of children, we have a system for kids being picked up and dropped off at school. While we realize it may take a little more time to follow these rules, we are sure you will understand that we must be concerned about the safety of the students. All parents are expected to adhere to the following safety rules, as well as any directions given by school staff. Failure to do so may result in needing to park off campus to pick up students.

While the diagram and directions below may seem confusing, usually with two or three days after the start of school everyone has the hang of it, and car circle runs very smoothly. **We appreciate your patience during the first few days of school,** as we are nearly doubling our student population, so we may need to make some adjustments in order to help the flow of traffic.

Entering the Parking Lot

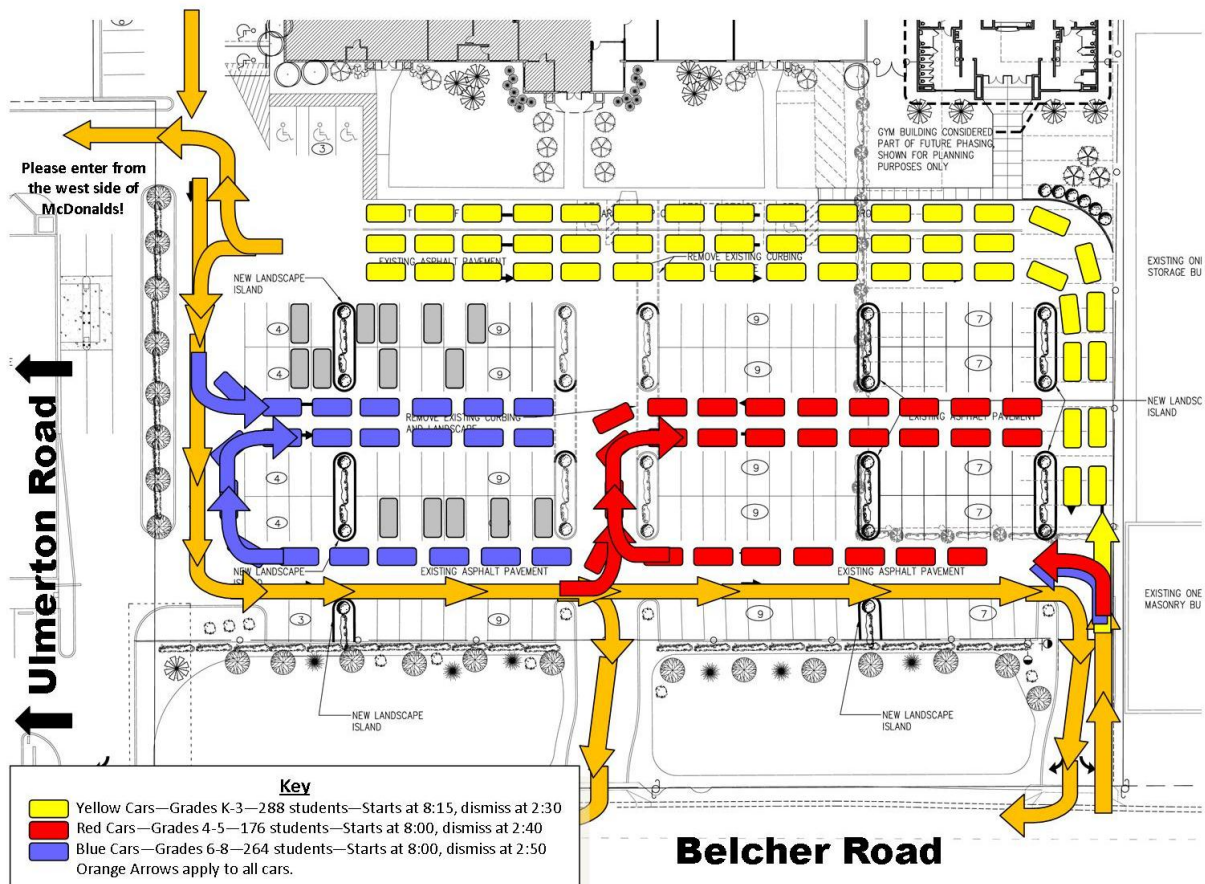
We ask that parents entering from Belcher please use the southernmost entrance to enter the lot. In the morning you should be able to enter directly into car circle. In the afternoon it will depend on what grades your children are in (explained below). If you are entering our property from Ulmerton, we ask that you **please enter from the west side of McDonald's**, not between McDonald's and CVS. We will cone this entrance off, so that cars cannot enter between McDonald's and CVS, instead go to the driveway just past McDonald's by the bus stop. You will then be able to line up along the north end of the building. In the morning staff will assist with unloading in this area. In the afternoon, this provides an extra space to line up cars until we are able to accommodate you in the general parking area.

Morning Drop Off

Students in grades four through eight may be dropped off between 7:40—7:58, although we strongly recommend you arrive by 7:55am. Kindergarten through third grade should plan to arrive between 7:55—8:13, although we strongly recommend you arrive no later than 8:10. Drivers should pull forward, up to the white line in the parking lot, so as to allow room for as many vehicles as possible. During the first few days, we will set up cones to show how traffic should flow. **No student is permitted to exit the vehicle until directed by a staff member.** This will ensure all traffic has stopped moving, and that your child may exit safely. No vehicles will be allowed to move until all students are safely out of the parking lot. Please be sure students are ready to get out of your vehicle when you get to the front of the line.

Walkers Dismissal

All students having parental permission to leave campus after school must be issued a walker's pass. In order to receive a walker's pass, parents must complete a special walker's permission form. Once received, PPA will issue a walker's pass, which must be kept with them and shown to designated PPA staff prior to leaving the campus. Students are expected to leave campus immediately after school is over if they are walkers; they are not allowed to return to campus. **We strongly discourage parents from allowing their children to go to McDonald's after school.** There have been numerous incidents in the past of student misconduct off campus. As a reminder, the school has no jurisdiction over students once they leave campus. If a child were to be causing difficulties off campus (e.g. McDonald's), there is nothing school personnel can do to intervene.



Dismissal Pick Up

There are three separate pick up times for students. Students in kindergarten through third grade will be dismissed at 2:30pm, students in fourth and fifth grades will be dismissed at 2:40pm, and middle school students will be dismissed at 2:50pm. **Before school starts, or any time you need a replacement, you must come into the front office at school to pick up a car tag** which lists the students in your family. If you only have student(s) who are in grades K-3, you will receive a yellow car tag. Families whose oldest student(s) are in either 4th or 5th grade will receive a red tag, and families who have middle school student(s) will receive a blue tag. The diagram indicates where parents should line up for afternoon car circle, based on the color of their tags. When picking students up at the end of the day, we ask that you please put the display the tag in your front windshield. We will then call students by name when we see their ride is here for them. Students need to wait inside the “boarding area,” until being told to get into their vehicles. **If this tag is not in your windshield you will be asked to park and go into the office to verify that you have permission to pick-up the student.** When coming for your children, it will be extremely important to ensure you are in the correct line, and having your tag showing will help the staff direct you to the correct line. The yellow line moves for about 10 minutes prior to starting the red line, once we start the red line, the entrance for the yellow line will be closed, and parents will need to get into the next available line. The same thing happens at 2:50, in that the red line entrance will be closed so that all cars will need to enter the line from the southernmost entrance. If someone is in the wrong line they will be asked to either park or reenter the car circle into the correct line. All students must enter the vehicles in the area in front of our building only. **Please do not tell your students to meet you in any other location.** Once all traffic has moved into position, students will be given permission to enter vehicles. Once all children are in their vehicles, we will then move traffic for the next group. We will wait for about 2 minutes past the time students are supposed to be outside before we start moving vehicles, if your student is not outside by then, you will need to park or get back in line. Students not picked up by 3:15pm will either need to go to a club or to after care.

Inclement Weather - If the weather is bad and students cannot wait outside for their ride, they will be kept inside and our staff will call students outside based on the names you have in your windshield. Again, if you do not have the enclosed paper in your windshield, you will be required to park and go into the office. Please be patient during inclement weather, as car circle will take longer.