



### Arrival

- Students may enter the building at 7:30am. There are no early drop-offs or arrivals before 7:30am.
- Breakfast is available to all students from 7:30-7:55am. There are no parent visitors during breakfast.
- School begins at 8:05am.
- All parents/visitors must enter through the front office.
- Any drop offs (ex: lunch kits, backpacks, snacks, water bottles, backpacks, cupcakes, etc.) must be dropped off at the front office at the designated location. The office opens at 7:30am. Please have the student name, grade and teacher labeled on the items to assist in delivery and pickup.
- The front circle is only for ABC, SAILs and ECSE student drop offs. No other parents should be using the front circle drive for morning arrival.

### Car Riders

All students (with the exception of ABC, SAILs and ECSE) will be dropped off at the curb under the awning starting at 7:30-8:05.

- There are no early drop-offs prior to 7:30. We have no adult supervision.
- The tardy bell rings at 8:05 and all staff is directed to begin their work schedules. If you arrive at 8:05 or later, you will need to park and escort students inside the front office to check in.
- We have limited staff parking. There should be no parking lot drop-offs.
- No left turns from Old South to Cougar Cub way from 7:45-8:05.

### Walkers

- All Big Tree walkers will enter through the side door under the awning by the car rider entrance.
- All Old South Walkers will enter at the side door by the bike rack.

### Extended Day

- Extended Learning hours in the morning are 6:30am-7:30am. Students in Extended Learning will be escorted into the building at 7:30 by Ext. Learning staff.

### Bus/Daycare

Students will be dropped off at the bus ramp and will enter through the cafeteria doors.

### Dismissal

We have six different dismissal choices:

Car Riders	Bus Riders	Extended Day	Daycare	Big Tree Walkers	Bike Rack Walkers/Bikers
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All students will have a dismissal tag attached to their backpack. Below you will find specific dismissal information on each location as well as a quick reference map. We appreciate your help in keeping all our students safe.

### Car Riders

All students will be provided with a QR code for car rider dismissal. You will receive 2 copies of each child’s QR code on BLUE cardstock at Meet the Teacher Night. Please keep these cards in each of your vehicles for easy access (including rainy day or early dismissal). Please also TAKE A PHOTO on your smartphone, of your child’s QR code in case you lose your blue card. You will need the QR code for each child you pick up ANY TIME you pick up students in the car rider line. You must show your blue card for staff to scan while waiting in line. Please display your card on the nearest window to



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scanner or on your smartphone. If you do NOT have a QR code for any of the children you are picking up, you will be directed to park in the visitor parking lot and walk into the building with a photo ID to check your child out from the office.

- **ABC, SAILS and ECSE students will dismiss at the front circle drive on the side door before the main entrance. All cars will receive a special tag to display.**
- All PreK students will be car riders with the exception of PreK students zoned to PGE within walking distance of the school. PreK students will be picked up in the car rider line with all of our PK-5 students.
- All car riders will remain inside the building until staff call them to their station.
- Parents of car riders must remain in their vehicle in the car rider line and not park in the parking lot or on the streets in the neighborhood. Due to safety, no parents will be allowed to wait in the school lobby.
- Please continue to pull forward in one line (with caution). When you get to the turn, please take turns and allow one car from each direction to enter the main lane. We will no longer have six cars at a time.
- Students are called by name to wait with a staff member at a designated station outside.
- Staff will assist your child into the car through the rear-passenger, curbside door. For the safety of all, students will not be loaded on the driver's side of the car. (If you have a special circumstance, your child may load on the passenger side, then you may pull into the visitor parking lot to readjust seating or buckle your child.)
- Parents who arrive on foot to pick up a child will be directed to return to their car and join the end of the car rider line. If you wish to pick up your child on foot, you may request that your child become a walker or bike rider by providing a written notice to your child's teacher. Repeated requests to pick up your child through the front office will be referred to an administrator to assist with developing a consistent dismissal routine for your child.
- After students settle into the process, the car rider line will move with ease and should end by 3:45p.m. (Note: The first two weeks of school, car dismissal will begin a few minutes early and may take longer to complete.)
- Please be patient, alert and kind. We want our kids to get home safely.
- CELL PHONE USE IS PROHIBITED BY LAW IN A SCHOOL ZONE.
- Any students remaining after the car rider line ends will wait in the main lobby and parents will be contacted. Upon arrival, late parents/guardians must come inside and show proper identification to check out students. If a parent is unable to pick up the student, the family member/guardian must be listed in Skyward under emergency contact for our office staff to release your child. Our front office closes at 4:00 p.m. Students picked up after 3:45 p.m. on a regular basis will be referred to our Attendance Committee and may be contacted by a district social worker for assistance.

### **Extended Day -must be registered with the Extended Learning Department**

Our district Extended Learning program is offered before and after school from 6:30am – 7:30am and 3:25 – 6:30pm. You can find more information here: <https://www.fortbendisd.com/Page/131726> Students in extended day will be escorted to and from the building by extended learning staff.

### **Bus Riders/Daycare – must be approved to have bus transportation**

Students will be dropped off and picked up on the bus ramp located adjacent to the cafeteria. Students will enter/exit the building through the cafeteria doors. Parents can find bus information at <https://www.fortbendisd.com/businfo>

### **Big Tree Walkers (formerly known as Gazebo) -- No Pre-K Walkers**

Big Tree walkers will exit out of the 1st and 2nd grade hallways and meet at the gate. All parents must wait outside of the fence. No K-2 students will be released without an adult or an older sibling. If you have a 2nd grade student and want them to walk alone, please fill out this form: <https://forms.office.com/r/ZiaW5JcBQX>



### **Old South Walkers/Bikers- No PreK Walkers**

Old South walkers and bikers will exit by the bike rack and be escorted to the parent pick up location off school property. Teachers will safely cross walkers and bikers at the bus ramp, as well as Lane 1 of car rider. No K-2 students will be released without an adult or an older sibling. If you have a 2nd grade student and want them to walk alone, please fill out this form: <https://forms.office.com/r/GAFxjcsU5>

### **Change of Transportation Procedures**

If you need to change your child's dismissal plan, you must email [transportationpge@fortbendisd.com](mailto:transportationpge@fortbendisd.com) prior to 2:00p.m. Children will follow their original dismissal plan if an email is not received. No changes in dismissal may be made after 2:00 pm. Thank you for understanding that we need your help to ensure students arrive home safely. Thank you for planning in advance.

### **Rainy Day Procedures**

Car riders will be in the building and dismissed when their car arrives. We will not release students to parents that park and come to the door on rainy day dismissal. Parents must wait in the car rider line to retrieve students safely.

Walkers and bikers will follow their rainy-day plan developed by their parents and given in writing to their homeroom teacher. If your child is a walker on rainy day, please see below for pickup location:

- K-2 Bike Rack/Walker: Under awning at DOOR #10
- 3-5 Bike Rack/Walker: At gate near temporary building
- K-5 Big Tree Walkers: Parents will still wait outside gate, but students may get wet when exiting building. Please have students bring a small compact umbrella if you do not want them wet.

### **How Do I Know if it is Going to be a Rainy Day?**

A rainy day dismissal will be called if any of the following conditions are present.

- Moderate/Heavy rain is present at 3:00 pm. Students will be released in sprinkles or light showers.
- Anytime lightening or thunder occurs within a 30 minutes of dismissal.

Parents should monitor the weather forecasts and make a plan before your student leaves for school. If appropriate, make sure your child is equipped with the necessary rain gear. Although we will do our best to make good decisions concerning dismissal, we cannot control the weather.

Rainy day dismissal will be communicated via class dojo, Blackboard Text/Call and Skyward around 3:00 when applicable. Please be sure to turn your Dojo notifications on for important messages.



# Pecan Grove

ELEMENTARY



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