

PVI- Arrival

Students and parents/guardians are NOT permitted in the building prior to 8:47 AM unless they have a previously scheduled appointment. Parent(s)/guardian(s) dropping off students must go to Entrance B and park in the circular drive at the east end of the building (1st driveway from Burger Hollow Road). Students and parents /guardians must remain in their vehicles in the traffic loop outside Entrance B until the doors open for students at 8:47 AM. Students are to proceed directly to their classrooms. All doors will be locked at 9:07 AM. All students arriving after 9:07 AM are to be dropped off at the main entrance (2nd driveway from Burger Hollow Road), and will be given a late pass before reporting to class.

P.V.I. Parent Pick-up Procedures

PARENTS/GUARDIANS of 4th AND 5th GRADE STUDENTS

Parents/Guardians will continue to park in the North end (by water tower) of the Main Parking Lot. Parent/Guardians will line up at Entrance door W2, with parent/guardians of 4th grade on the left and parent/guardians of 5th grade on the right. At dismissal time parent/guardians must show the issued Identification Card before student will be released.

PARENTS/GUARDIANS of 6th GRADE STUDENTS

Parents/Guardians of 6th grade students will continue to park in the rear circle (parent drop off) and form a line at door E1. As dismissal time, parent/guardians must show the issued Identification Card before student will be released.

PARENTS/GUARDIANS PICKING UP STUDENTS FROM MULTIPLE GRADES

Parents/Guardians picking up students from multiple grades must park in the rear circle (parent drop off) and form a line at door E1 and show issued Identification card before students will be released.

For those parents/guardians who have obtained identification cards but will not utilize it on a daily basis, please remember to provide notice on the day(s) when your child will be going home via parent pick-up.

PARENTS/GUARDIANS WITHOUT IDENTIFCATION CARDS

Parents/Guardians who do not obtain an Identification Card will be required to send in a note with the student on the day in question indicating that the student will be Parent Pick-up. Upon arrival, Parents/Guardian must park in the North end of the Main Parking Lot and enter

through the Main Entrance Foyer. Upon showing valid photo identification, the student will be released.

In the event that someone other than those listed on the application form would need to pick-up your student(s), written notification (hand written note, fax, or email) must be submitted to the main office by 2:00 PM on that day.

Parents/Guardians parking in the Main Parking Lot are reminded to drive down the access road (not through the parking lot) to park in the North End (by water tower) of the Lot. Parents parking in the rear circle (parent drop off) are also reminded to park in the outer lane of the circle only.