

Prairie Central Elementary After-School Transportation Procedures

Dear Parents/Guardians,

As we enter into the 2018-2019 school year, we would like to take some time to remind everyone of the after-school transportation procedures at PCE.

- **If you need to make an after-school transportation change, please send a dated note to school with your child or call the office (815-692-2623) prior to 2:00pm (or one-hour prior to an early dismissal time).** If the change involves your child being picked up, please be specific about who will be picking your child up, so we can relay the information to the staff members in charge of pickup duty.
- **If you are picking your child up after school, please wait in the pickup line that leads to the circle drive.** All students who are picked up are to wait inside the school where they are supervised by staff members. Those staff members have lists of students who are picked up daily, so they are able to make sure all students are accounted for. We have two staff members outside who check with each vehicle and call for each student over the radio. This helps us ensure all students safely make it to the correct vehicle.
- **If you are entering the school to pick up your child before 3:00, please make sure to park in a parking spot, rather than pulling up to the side of the circle drive, to avoid traffic congestion.** If you are picking your child up after 3:00, please wait in the pickup line. This is a safety precaution to prevent parents and students from walking across the parking lot during times of heavy traffic.
- **If you have a child riding to PCE from another building, your child should walk through the PCE building to wait with the other students who are being picked up.** We will follow the same pickup procedures for those students as we do for PCE students.

If you have any questions regarding our after-school pickup procedures, please call the building secretary or Principal. Thank you in advance for your partnership in making sure our after-school pickup procedures run smoothly, which helps ensure the safety and welfare of our students at the end of the day.