PCCA Drop off and Pick up Procedures

* School starts at 7:45 AM
  + Student may be dropped off as early as 7:00 AM.
  + Students cannot be left unattended outside.
* Tardy
  + 5-minute grace period (Students are tardy starting at 7:51 AM)
  + Once a student is tardy, it is the responsibility of the parent to park in a designated parking space and walk the child inside to be signed in.
* School ends at 3:00 PM, except Wednesdays when school ends at 2:15 PM
  + All students must be picked up by 3:15 PM (2:30 PM on Wednesdays) unless registered and attending Extended Care.
  + Students not picked up by 3:30 PM (2:45 PM on Wednesdays) will be placed in Extended Care and the $60 weekly fee plus registration fee will be added to your family account.
* Preschool
  + Drivers enter the campus through the “back” gate off Diplomacy Row.
  + All preschool parents must park and bring your child into the building at the Preschool Entrance to be signed in. The same procedure is used for pick up.
* Elementary
  + Drivers enter the campus through the “back” gate by the playground off Diplomacy Row. Drive straight until you reach the round about by the Front Office.
  + Morning - All elementary students are dropped off at the door by the Gathering.
  + Afternoon – All elementary students will be in/near the Gathering waiting to be picked up.
    - Parent/Guardian must present the pick-up card provided by your child’s teacher to pick-up your child. If you do not have your pick-up card, you will have to park and go into the Front Office to present your ID to receive a pass to pick up your child.
* Middle/High School
  + Drivers enter the campus through the new “back” gate off Diplomacy Row. Go straight and drive around the back of the building.
  + Morning – All MS/HS students are dropped off in the back of the building by the alcove near the Gathering.
  + Afternoon – All MS/HS students will be picked up outside in front of the locker area
    - Parents must notify the office and submit written authorization for students walking, riding public transportation, or riding a bike home.
    - MS/HS students with an elementary sibling will wait with their elementary sibling in the Gathering to be picked up together.
    - Students will not be allowed to leave campus on their own and will not be authorized to sit outside and wait to be picked up after 3:15 PM (2:30 PM on Wednesdays).

**Drivers may not leave vehicles unattended unless in a designated parking space.**