



# Ponce de Leon Elementary School

"Home of the Little Pirates"

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Ponce de Leon, Florida 32455

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*Anissa Locke—Principal*

*Tonya McInnis—Assistant Principal*

*Penney Brooks—Curriculum Coordinator*

*Katie Castaneda—School Counselor*

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August 17, 2017

Parents:

We are working to better secure our school for the protection of our students and employees. After carefully monitoring our morning and afternoon car rider pick up, we have seen the need to make a few changes for the benefit of the students. Effective Tuesday, August 22, parents are to remain in the car drop off & pick up lane. Parents are NOT to park and walk their students to and from the sidewalk area. ALL drop off and pick ups will be done through the car rider lanes. During the morning, ONLY use the one lane designated for morning drop off, please do not drop students off in areas that require them to walk through traffic. In the afternoons, use the K-2 lane and 3-5 lane accordingly. The employees on duty will make sure that the students get safely to the correct vehicle.

Also, there will be NO changes in afternoon transportation destinations after 2:10. Our students are in transition and if there needs to be any changes made, the changes need to happen before 2:10. We ask that no students get checked out in the front office between 2:10-2:35. If a student needs to be checked out early, please make arrangements to do this before 2:10 each day.

To decrease the amount of traffic on our sidewalk and to ensure that all phone messages are correctly communicated, we ask that phone calls and office visits wait until after 8:00 a.m. to occur. This will allow our employees time to make sure all students are safely to their destination and the school grounds are secure.

Thank you for working with us during this time. Our number one priority is to ensure that all our students are safe. If you have any questions or concerns, please feel free to contact me.

Thank you,

*Anissa Locke*

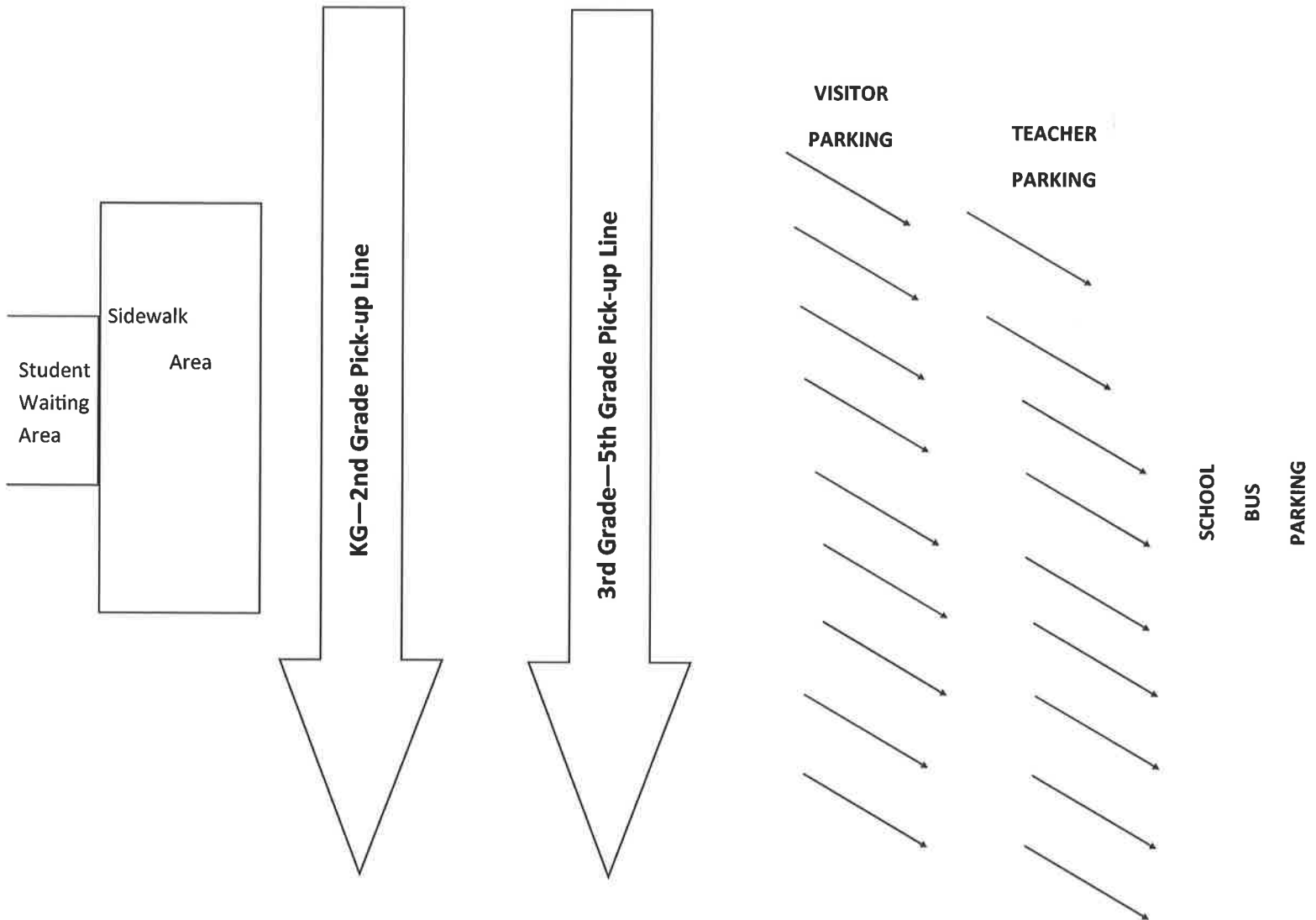
Principal

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## CAR RIDERS

2:20 KG—2nd Grade Released

2:30 3rd Grade—5th Grade Released



Directions: To ensure the safety of our car riders we will be trying a new procedure this year. Please be patient with us, and remember your child's safety is our priority. We are asking for parents to make two pick-up lanes. One for students in Kg—2nd grade and one for students in 3rd—5th grade. If you are picking up students in both sections, please park in the section for 3rd—5th grade students. Someone on car rider duty will escort your child to your lane. PdLE will release Kg-2nd grade car riders at 2:20 and 3rd—5th grade car riders at 2:30. We have car decals to hang on the rear view mirrors that will indicate who each car rider is allowed to go with. Each child will be allowed three decals. If you need a car decal, see Mrs. Suggs in the front office to be assigned the decals. Remember, your child's safety is very important to me.

Mrs. Anissa Locke, Principal