

# ΠΒΦ Elementary

125 Cherokee Orchard Road  
Gatlinburg, Tennessee

Parents/Guardians of Car Riders,

We have made a conscious effort in the past few years to facilitate a smooth and SAFE dismissal process. We greatly appreciate the parents who have been patient and supported our efforts as we strive to improve our dismissal methods to allow greater traffic flow and quicker student pick up, while being mindful of student safety at all times. The nature of our school's location lends itself to unique challenges all our own!

With these goals in mind, we ask that parents of car riders and the students themselves continue to follow these guidelines:

- For their safety, students are to load on the side of the front parking lot where the supervising teachers are *only*. Students are not to load in front of the building or in the parking lot.
- Students are not to be picked up in the bus loading area. This area is for bus riders only.
- Students are not to load in the Thomas Kincaid Gallery parking lot beside the school. This is a business establishment and they have asked that our students not be picked up on their property.
- Students are to be seated on the sidewalk waiting for their name to be called and watching for their ride. Students are not to be running, playing, or taking items out of their backpacks or folders.
- Students are not allowed on the playground during dismissal times.
- Dismissal times are from 3:00 to 3:15.
- Please follow the state's law concerning car seats and seat belts.

We appreciate your help and support of these guidelines. Student safety is our primary concern.

Sincerely,  
Pi Beta Phi Elementary Administration, Faculty and Staff  
Fall, 2008

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I have read and understand the above car duty guidelines. I have discussed them with my child and we all agree to adhere to them.

Student Signature/date \_\_\_\_\_

Parent/Guardian Signature/date \_\_\_\_\_