

Good Evening Pasadena Families,

This is Donita Moody, the proud Principal of Pasadena Fundamental Elementary with an update. Thank you again for your patience as we adjust to our new processes. We will implement a new arrival and dismissal process effective Monday, September 17, 2018.

Arrival

- Adhere to school developed, on-site traffic plans to drop off and pick up students using the car line. The car line procedure of driving up and dropping students off at the numbers is the same.
- If you walk your student to campus, please enter the pedestrian gate and drop students off at the front office awning. This area is for drop off only. Students will enter the campus through the iron gate near the car line.

Dismissal

- Car riders will sit behind the iron gate on the sidewalk in front of Mrs. Gomes, Ms. Henderson, and Mrs. Hall.
- If your child does not come to the number when called you must circle around.
- If your student will be a walker for dismissal, please designate them as a walker by completing a form to notify the teacher if you haven't done so. We will have walkers sitting behind iron gate near the front office.
- Please bring a Pasadena issued sign to the iron gate nearest the office gate to help us match you with your student. Please stand in a single file line while waiting. This helps us to know who has been called.
- If your child is in an aftercare program that provides transportation, they will remain behind the iron gate until their bus is called.
- All programs that end after 3:00 p.m. will use car circle for dismissal. (All car line rules apply.)

*Students will stay in classrooms to be called for rainy day dismissal if there is thunder, lightning or rain during dismissal.

Please contact the school if you have questions.

Mrs. Moody