

Cornerstone @ Pedregal Elementary School

6069 Groveoak Place
Rancho Palos Verdes, California 90275
Telephone: (310) 378-0324

August 2017

Dear Cornerstone Parent,

Student Safety is a top priority for the Cornerstone staff and me. In order to keep the students safe, it is important that all parents understand and follow the policies below.

- Do not drop students off at school prior to 8:15 a.m. since there is no certificated adult supervision prior to that time. If your child arrives to school prior to 8:15 he/she should be enrolled in the Kids' Corner before care program. Kids' Corner information can be found on the District website at:

http://www.pvpusd.net/apps/pages/index.jsp?uREC_ID=367518&type=d&pREC_ID=821659

- The school day begins at 8:30 a.m. If your child is not at school by this time, he/she will be marked tardy. Instructional time is extremely important and we want your child to be at school, on time, so that he/she does not miss valuable classroom instruction.
- Remember to follow all traffic rules. When you pick up/drop off in front of the MPR, be sure to pull all the way up so that we can fit as many cars as possible along the curb. There have been several "hit and run" incidents at drop off/pick up this year. **Please drive safely!**
- **At dismissal time all students are to wait on the benches in front of the MPR (unless being picked up at Hyte Street). There is no playing on the grass in front of the office or anywhere else on campus at this time.**
- Hyte Street Gate: If you pick up at the Hyte Street gate, please do not signal to your child from across the street to get into your car. Moving forward, the Hyte Street gate will only be closed if it is actively raining. Expect it to be open for drop-off/pick-up at all other times. **Students who use the Hyte Street gate should be able to get in and out of the car by themselves. If your child needs assistance getting into the car, use the MPR pick up line.**
- If you are a Teaching Parent who assists with either drop off or pick up, please make sure to arrive at the curb at 8:10 a.m. for the morning drop off, or 5 minutes before dismissal for pick up.
- Rainy Day procedure: On rainy days, students in Grades 1-5 should go directly to the MPR, with their backpacks, and wait to be dismissed when the 8:30 bell rings. They are not to drop their backpacks off at their classrooms and then come to the MPR. There is no adult supervision on the playground at 8:15 when it is raining. Students in kindergarten should go directly to their classrooms on rainy days.
- If your child is absent, please remember to call the attendance line at extension 234. This helps us to account for all of our students. If you do not call in your child's absence, you will receive an automated call in the afternoon/evening.

- **If you are volunteering on campus, you must stop by the office and sign in. It is important that we can account for all people on campus at all times. If you are picking your child up from school early, you must sign your child out in the office and we will call down to the classroom and ask your child to come up to the office.**
- Please see the attached traffic flow maps to make sure you understand traffic procedures at drop off and pick up. **When you are waiting in the pick-up line, please do not back up to go around a car that is stopped in front of you.**

We thank you in advance for your cooperation and adherence to the abovementioned guidelines.

Respectfully,

Michele Marcus
Principal

CORNERSTONE ELEMENTARY SCHOOL

Procedures & Safety Guidelines for Student Drop-off and Pick-up

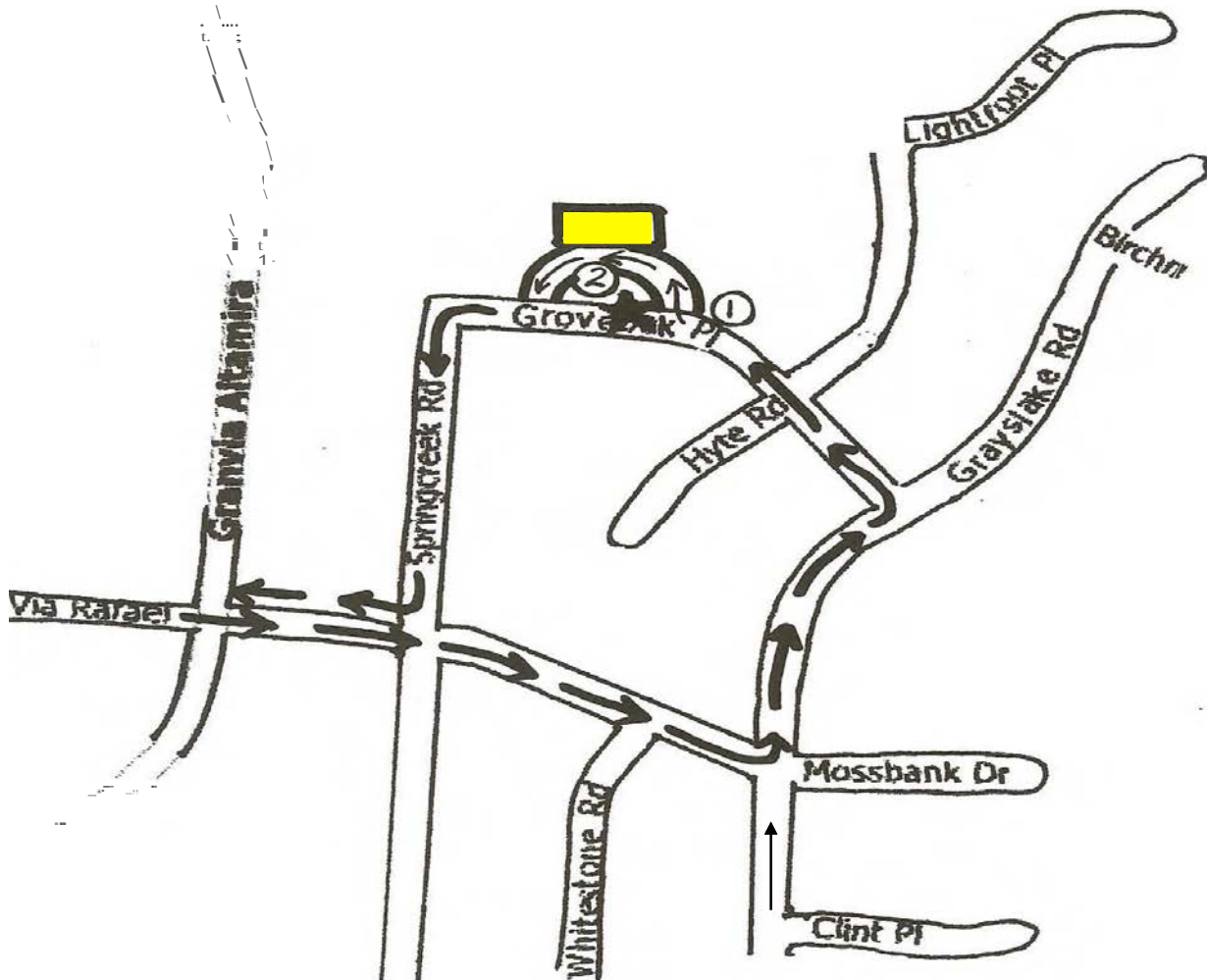
MORNING DROP-OFF BEGINS AT 8:15am (TP's are on duty)

****SCHOOL POLICY IS UNATTENDED STUDENTS CANNOT BE DROPPED OFF BEFORE 8:15am****

1. Parents should never turn LEFT into the driveway in the front of the MPR.
2. The curbs at Groveoak Place and Hyte Street must be clear of parked cars during pick-up and drop-off. These areas are identified by the NO PARKING signs.
3. *This will allow the cars in the pick-up or drop-off lanes to "hug the curb" and maintain safe access to the vehicles.*
4. The Drop-off/Pick-up lane in front of the MPR (designated by the yellow line) must be kept clear of parked cars from the hours of 8:00 AM until 3:30 PM.
5. Driveways (especially those of the houses in the neighborhood) and all crosswalks must be kept clear for safe passage by pedestrians.
6. Pedestrians (students and parents) must enter and exit the school using the sidewalks and crosswalks. Do not walk through the parking lot and do not enter through the maintenance / trash bin yard.
7. Students are to enter and exit their vehicles only when directed to do so by a teaching parent on curb duty. Drivers are to remain in their cars at all times.
8. **Avoid any behaviors that will slow down the flow of traffic, including:**
 - a. Talking with a teaching parent on curb duty
 - b. Exiting your car for any reason. Teaching parents will remove all items
 - c. Parking your car in the drop-off/pick-up lane in front of the MPR.
9. Always follow the directions of the teaching parents on duty.
10. Obey traffic laws and regulations at all times.
11. **Pickup your student at designated grade level pickup time.**

Attached are maps showing Drop-off/Pick-up traffic pattern for Groveoak Pl. & Hyte Street

Groveoak Drop off and Pick-up Procedures
K-2nd Grade & 3-5 with Younger Siblings

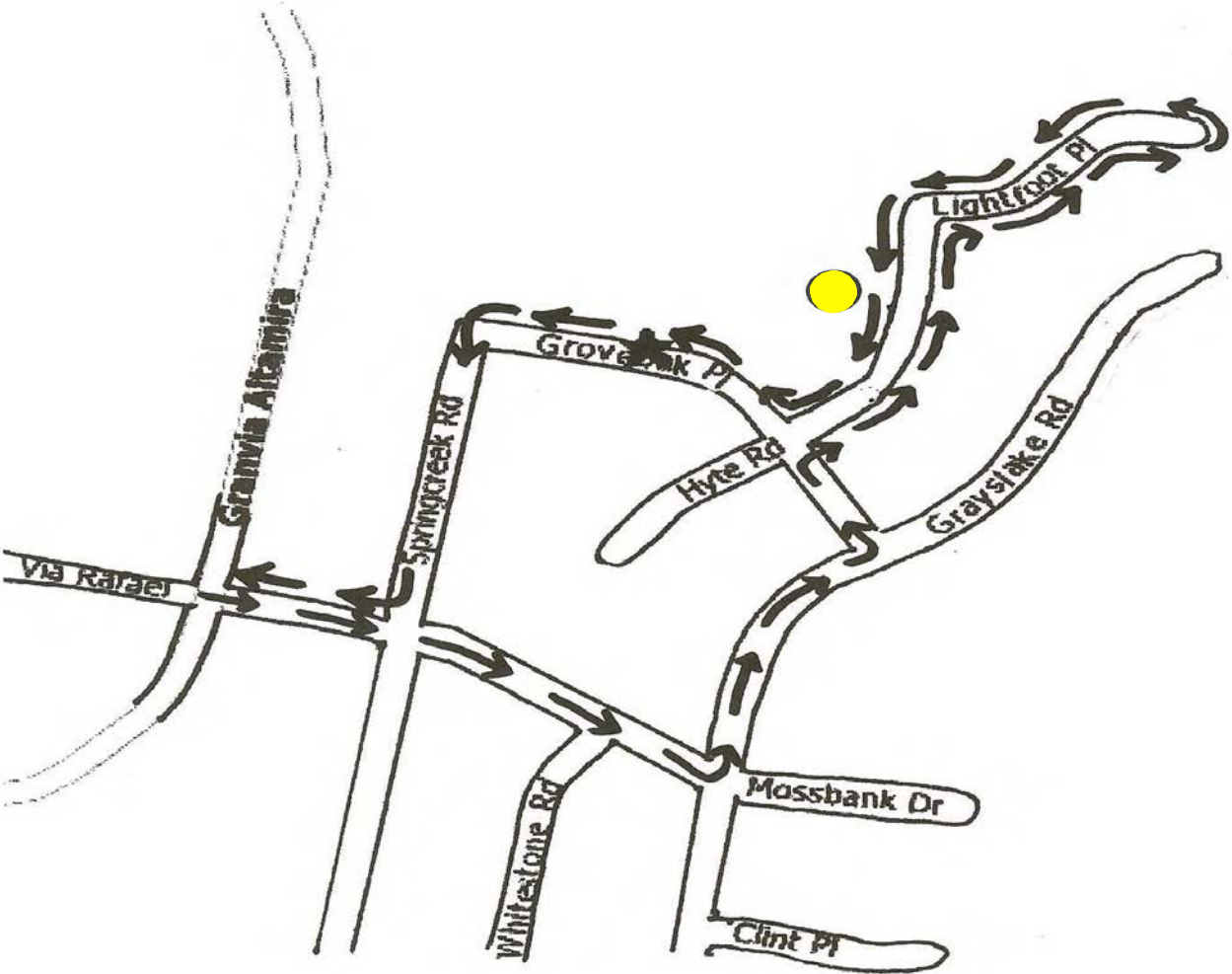


School

CD Pick Up Only at 2:35 & 3:00 in Front of School

Ⓜ Pick Up & Drop Off in front of MPR

Hyte Street Drop off and Pick-up Procedures
3rd - 5th Grade without Younger Siblings



③ Pick Up & Drop Off on Hye St.