



Drop-off and Pick-up Procedures

ARRIVAL (7:30-8:00am)

Last names A-K: 24th st. Main Entrance

Last names L-Z: 24th place - Back Entrance

Students who plan to participate in PMA's free breakfast program may be dropped off between 7:30-8:00am. Students' last names starting with A-K will be dropped off in the main parking lot off 24th Street. Students' last names L-Z will be dropped off at the doors on 24th place, this is a one way street going north from Vliet to Cherry. Doors will close promptly at 7:55am to ensure a prompt start to the school day at 8:00am. Any child arriving after 8:00am must come through the main entrance on 24th street and check-in with the main office. Prior to 7:55am a PMA Staff member will greet you and your child(ren) and arrange for an escort to class. If you have any concerns about your child's day please inform us at this time. If you have concerns about your child's health status or possible illness, please contact the main office at 414.999.2330 **PRIOR** to dropping your child off at school.

DISMISSAL (K3- 11:00am; K4-6th grade- 3:00pm)

(same side as you dropped off on)

Last names A-K: 24th st. Main Entrance

Last names L-Z: 24th place - Back Entrance

You will be given a laminated visor number to display to PMA staff. Please treat this as a drive through process. We will not be utilizing parking spaces. If you are walking or riding a bike, just walk or ride up to a staff member and we will radio for your child/children. Once a staff member has seen your visor number they will radio for your child to come out. A staff member will walk your child/ren outside to your vehicle. Parents and caregivers are asked to stay in your car or if walking, along the building and wait for your student.

It is important that you drop off and pick up your child on time to avoid interruptions to your child's learning plan and the school day. A PMA Staff member will greet you and your child(ren) and arrange for an escort to class. If you have any concerns about your child's day please inform us at this time. *We will charge (\$10 per day) for each occurrence of late pick up.*