

Port Malabar Elementary

301 Pioneer Avenue, N.E.
Palm Bay, FL 32907



August 29, 2019

Dear Families:

Just a gentle reminder about arrival and dismissal procedures for the safety and well-being of all of our students:

- **Arrival:** Please plan to arrive at school by 7:45 AM. Gates are open at 7:30 AM for those who wish to arrive earlier. Breakfast is available for students between 7:30 and 8:00 AM. Students are expected to go directly to breakfast and on to class. Parents are not permitted to attend breakfast.
- **Dismissal Changes (Car Riders):** *Recent evaluation of our car rider line by Palm Bay Police has resulted in a change of policy for dismissal. Due to safety considerations on the surrounding roads, we have been advised to eliminate our split pick up policy. Starting Tuesday, September 3rd, all students will be released at 2:30 for car rider pick up. All grade levels will dismiss together.*
 - Dismissal (Car Riders) begins promptly at 2:30 PM for grades PreK-6. Please display your car loop signs in the front windshield, and follow the car loop directions. Due to security concerns, we ask that you remain in your car and we will walk the student to you. **Remember we release at 1:15 PM on Fridays.**
 - Dismissal (Walkers and Bike Riders): If you will be walking to pick up your child, please wait at the end of the sidewalk near the playground. Benches are there for your convenience. We will walk your child to the designated meeting spot. All other walkers and bike riders will be released at the end of the property, front and back.

Additionally, we ask:

- That you do not exit your car to meet your child at the front of building, this is a safety and security hazard.
- If you must check your child out early, please do so before 1:45 M-Th., 12:45 Friday
- Always have a photo ID and check in with the front office when on campus.

Thank you for your support!

A handwritten signature in cursive script that reads "Cindy D. Whalin".

Cindy D. Whalin
Principal

Cindy D. Whalin, Principal
Mark W. Mullins, Ed.D., Superintendent
Phone: (321) 725-0070 • FAX: (321) 952-5949

