
Pittsford Schools

Maurin Jeffries
Principal

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Dear Park Road Families

The dismissal procedures we implemented last school year proved to be a success and therefore will continue this school year to ensure safety and efficiency. To assist us in streamlining our dismissal, we are again asking that you let us know by completing the attached form if your child will be walking home or getting picked up **every day** or on a regular basis (e.g. every M-W-F). This will allow us to generate a list of students who are permanent walkers or permanent pick-ups this year.

If your child is walking home or getting picked-up on an occasional day, or on a sporadic basis, please follow our normal/existing procedures of sending in a note (preferably on the specific forms provided by the school) to your child's classroom teacher or calling the main office. We ask (unless it is an emergency) that you call the school by **11:00 am**. This limits the disruption to instruction and also ensures that we do not put a student on the bus, who should be getting picked up.

If you plan on picking up your child(ren) regularly for dismissal, please plan on arriving at school between **2:50 and 2:55**. The **carpool line** will remain along the A WING hallway (to the left if you are facing the building). Please continue to enter the line by the entrance closest to the tennis courts. Once you arrive, enter the carpool line along the right side and we will start dismissing students as cars approach the field. Please **DO NOT PARK/GET OUT OF** your car or come in the building. This year we will be using the PIKMYKID application to help us know who is in line and when to send children out to their cars. (More information to follow about how to sign up for that!) Once you have your child, you will proceed to the left to exit the parking lot. (SEE DIAGRAMS BELOW).

Students that are walking or biking home **MUST** sign-out with the adult in the main lobby.

Please bring or send this form back to school by **Thursday, September 3, 2026**. You can also email the information to Kathy Machiele at Kathleen_Machiele@pittsford.monroe.edu. Thank you for your assistance with all our dismissal processes. It is imperative that we remain organized and safe as our children leave the building.

Sincerely,
Maurin Jeffries
Principal

Dismissal Information for Permanent Walkers or Permanent Pickups
Park Road Elementary School
2026-2027

Please check below if your child will be **walking/biking home** from school ***every day (or on a set/consistent (e.g. M, W, F) schedule.***

_____ My son/daughter has my permission to walk (or ride their bike) home from school every day during the 2026-27 school year.

Student Name: _____

Classroom Teacher: _____

Parent Signature: _____

Please check below if your child will be **getting picked up** from school ***every day (if consistent days such a M, W, F, please note).***

_____ I will be picking my son/daughter up from school every day.

Student Name: _____

Classroom Teacher: _____

Please List (print) the names of adults (e.g. mom, dad, grandparent, etc...) who will picking your child up:

Parent Signature: _____

