

Prairie Crossing Important Numbers & Information

Prairie Crossing Elementary: Phone: 884-3000 ~ Fax: 884-3030 ~ pce.benton.k12.in.us

School Corporation Office: 884-0850

Transportation Department: 884-0143 – Call Transportation for issues with bus, driver, and routes. Call the school if the bus issue is about student behavior.

Fire Lane: No Parking Zone: The posted Fire Lane in the front of school is **ONLY to be used for morning drop off from 7:50 – 8:15 and for afternoon pick up from 2:45-3:15.** At all other times please park in the lot.

Visitors: ANY PERSON who enters the school must check in at the front office. Projects, treats, forgotten lunches/backpacks, etc will be checked in at the office and delivered to your student.

Morning Drop-Off:

- Car riders may arrive **no earlier than 7:50 am and before 8:15 am.**
- The first car in the drop off line (Fire Lane) should stop just before the crosswalk at Door 1. Students should be ready to exit so the line can move quickly.
- **Do not leave your car unattended in line for any reason.** If dropping off items for your student or if you need to speak to the office, park in the lot and then come in to school.
- Students are tardy after 8:15 and must be signed in the office by an adult and get a tardy pass.

Absent/Tardy: **Call the school office if your student will be absent or arriving after 8:30 a.m.** You may leave a voicemail before and after school hours to report your student absent or tardy.

Transportation Notes:

- **If your student has a change in after school plans, they must give a note to their teacher when they get to their classroom. Please remind them this is their responsibility.**
- We will accept phone calls until 2pm for transportation change, but a note is preferred.
- Please, no transportation change emails to the office staff and no transportation change emails or voicemails to a teacher.

Afternoon Student Pick Up:

- Car riders are picked up at Door 1. You may park along the “Fire Lane: No Parking Zone” **beginning at 2:45 pm** and until the last car rider is released at approximately 3:15.
- **Remain in your car.** An adult will direct your student to you.

After School Program (ASP): ASP is available every day school is in session. An ASP form must be on file in the office before your student can stay for ASP. Prompt payment is expected.

Nut Free School: We are a nut free school for all foods that come into the building including lunches, snacks, and treats. This includes all nuts and tree nuts, not just peanut butter.

Background Checks: Parents/guardians or others who will be in the school must have a background check completed **EACH SCHOOL YEAR**. This includes coming into the building to have lunch with your student, attending a field trip, coming to school for a holiday party, etc. **Background checks must be turned in at least 24 hours in advance.**