



171 Oscawana Lake Road
Putnam Valley, NY 10579
<http://www.pvcasd.org>

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DISMISSAL PROCEDURES

1. PVES dismissal time is at 3:20 PM. Children will not be released to their parents for dismissal before this time. We are depending on your cooperation for a safe and orderly dismissal each and every day.
2. All changes in dismissal must be made in writing by a parent. Please use the dismissal pad that was distributed at the beginning of the year or print a copy of the note from our website. These letters are kept on record to help us keep track of the whereabouts of all the students.
3. Since dismissal does not run smoothly with last minute changes, please avoid doing so, especially after 2:00 PM.
4. Changes made by phone will **NOT** be honored.
5. If your child has a dismissal routine (i.e., scouts **every** Monday, Children Center **every** Tuesday, etc.), please provide us with a permanent note stating your child's schedule. This will alleviate your writing notes weekly. If on that specific day you would like to change this routine, please write us a note. **Also, keep in mind that on half days, your child's schedule may alter from the permanent note.**
6. On the blue verification form you are asked to assign your child a PIN number. No child will be released unless the person picking him/her up knows the PIN number and has written permission from the parent.
7. **PLEASE BE SURE THAT WHOMEVER COMES TO PICK UP YOUR CHILD KNOWS YOUR CHILD'S PIN NUMBER.**

Thank you.