

To: PCA FAMILIES
FROM: ELIZABETH NANDA, AUCTION MANAGER
SUBJECT: ARRIVAL/DISMISSAL PROCEDURES AND AUCTION DAY PARKING
DATE: February/March 2023

28th ANNUAL AUCTION LOGISTICS
SATURDAY, MARCH 18, 2023

The 28th Annual Benefit Auction is almost here! Below is an outline of parking and dismissal procedures.

1. Arrival and Dismissal Procedures for Thursday, Friday and Saturday:

- a. Thursday and Friday Procedures:
 - i. LS Before-Care will be in the MPR from 7:15-8:00 AM. Students arriving between 7:15-7:44 AM will incur a Before-Care fee. Students arriving between 7:45-8:00 AM will not be charged. Students should enter through the MPR side entrance door. Students arriving after 8:00 AM should report directly to their classrooms from the upper loop. Bus students will enter through the MPR side entrance door unless it is after 8:00 AM then they will enter through the front door. Upon arrival, students should proceed to their classrooms.
 - b. Saturday Procedures:
 - i. **No Before-Care.** LS students are to **arrive no earlier than 8:00 AM** and should proceed directly to their classrooms from the front doors. Bus students will be dropped off in the Loop and proceed to their classrooms.
2. **Student Parking:** Students should park at the Upper School starting from the tennis court-side of the parking lot and working their way toward the lower school.
3. **Guest Parking:** Please look for direction from the parking attendants. Guests are to fill parking areas as directed by parking attendants.
4. **Loading Area:** The bus parking area in front of the gymnasium is reserved for our Auction Sponsors.

5. Dismissal Procedures for Saturday:

- a. Bus students will be released from their classrooms at 12:20 PM and proceed directly to the Lobby where attendance will be taken prior to boarding the bus for a 12:30 PM departure time.
- b. **US and MS releases at 12:20 PM following the normal early dismissal procedure.**
- c. **LS Dismissal** – Begins at 12:00 PM and runs until 12:20 PM. Parents are encouraged to use the carpool line.

Parents attending the auction are encouraged to follow the normal dismissal procedures. However, if necessary, parents attending the auction may ask our Lower School staff person to call their children, including middle school students, to the gymnasium once they have completed the checkout process.

Parents not in attendance at the auction should follow normal dismissal procedures. Parents are not permitted to sign out children directly from the classroom. **NO After-Care on Saturday.**