Parents and Guardians of Pine Grove Manor,

In order to help ensure a more secure building, we are requiring that all visitors follow the procedures outlined below. These procedures take place effective immediately.

• All visitors will be required to state their purpose for being at the school.
• All visitors must present a valid Identification or Driver’s License. (All visitors will be run through our Lobby Guard Security system.)
• Parents/Guardians must know the names of their child’s teacher.
• Parents/Guardians must ensure their phone number is up to date.
• Parents/Guardians must ensure that the approved pick up list is accurate. (We will not release your child to someone unless they are listed.)

We are striving to ensure the safety and security of the entire school. Please note teachers are not readily available. Please do not drop in expecting to meet with a teacher. All meetings should be scheduled ahead of time. Additionally, all visitors will be met at the front door of the building by our security guard and escorted to the main office.

Please do not hesitate to contact me if you have any concerns or questions.

Thank you,

Miguel Rivera