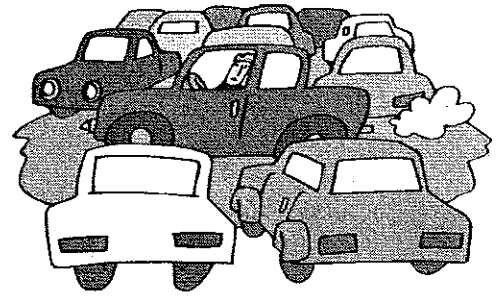


NEW PROCEDURE BEGINS

Monday, October 20



We will be starting a new idea for Curb-side Parent Pick Up. This new procedure will promote safety and eliminate the congestion in the front hall. Please read over and familiarize yourself with the following.

Pick Up Details

- Cars will form a single file line in front of the school. (**like morning drop off**)
- The office will provide a Student Name Card (ie. Johnson), which will be displayed in the car window.
- Students will be lined up outside the office in the front hall.
- The teacher supervisor located in the front of the school will walkie talkie to the teacher supervisor located inside the school when the parent pulls up to the curb.
- The student(s) will meet parent(s) at their car.
- Pick up time is promptly at **3:42** on M-F and **1:27** on Early Release Thursdays.

Student Note Details

| Daily Parent Pick Ups | Scheduled Parent Pick Ups | Occasional Parent Pick Ups |
|--|---|--|
| <ul style="list-style-type: none"> ▪ Students do not need to bring a daily note regarding pick up. ▪ Family name card must be displayed in car window at time of pick up. "Daily Pick Up" will be written on the family name card. | <ul style="list-style-type: none"> ▪ Students who are picked up on a scheduled basis must have a note on file in the school office. (i.e. Tues. only) ▪ Family name card must be displayed in car window at time of pick up. | <ul style="list-style-type: none"> ▪ Students who are receiving rides home from parents or others (relative, neighbor, etc.) must bring a note that is received by the teacher the morning of pick up and signed by the office. ▪ Parent will tell bus supervisor last name of student/s being picked up. |

If you are a daily or scheduled parent pick up, please sign the following and return to the school office by Monday, October 13. If you ride the bus on a regular basis you do not need to sign this form.

LAST NAME _____

Names of child(ren) _____

Daily Pick Up _____ Scheduled Pick Up _____