

## **Pick Up Procedures After School**

**Dear Parents,**

**I would like to thank you for your cooperation in picking up your children after school. It is very important that we make sure your children are safe at school. Below will be our new procedures for picking up your children after school. If you have any questions or concerns about the procedures, please feel free to call me at school.**

**Thank you,**

**Keith Grant**

### **Procedures**

- ❖ All parents that will pick up on a regular basis will get a name card that needs to be placed in the windshield (if you need a second card for a second person, let me know).**
- ❖ Please stay in the car line unless there is a special circumstance. This will reduce the confusion in front of the office at dismissal, also, we will be able to keep better track of the students.**
- ❖ If you need your student early for appointments, feel free to come in.**
- ❖ You will not be able to pick your child up from the cafeteria or from the bus line. ALL children need to be checked out at the office or picked up in the car line.**
- ❖ If a different person comes to pick up your child and does not have the name card in the car, please let the person know he/she may and probably will be ID'ed for the protection of your child.**

**Again, thank you so much for your cooperation. Remember, we are doing this for your child's safety, not for convenience. If you do have any other suggestions, please let me know.**