

Daily Parent Pick-up

Procedures and Guidelines



THIS IS ONLY FOR THOSE STUDENTS WHO ARE PICKED UP EVERY DAY.

1. All **DAILY** Parent Pickups will be in the back parking lot starting at dismissal time (3:35).
2. All participating families will receive a number printed on Gateway paper. Staff will know what child goes with you by that number. A family can have as many copies as needed for any and all cars that may pick the student up during the year. ***We do not accept numbers written on paper we did not issue.***
3. Numbers **must be displayed** for staff to see before dismissing your child. If a car does **NOT** have the Evergreen issued number displayed, your child will **NOT** be dismissed in the back lot. Therefore, any parent that does **NOT** have this should park and walk into the office. The office can verify who is picking up and issue a new number. Your child will then be called to the office for this day only.
4. The fence in the back should not be opened by staff until dismissal time. As a safety precaution, no car should enter inside the fence until **all** students have gone inside.
5. If a car is in front of the line, but the student has not walked down to the dismissal area yet, we will ask you to move up ahead so that cars behind you may be loaded and leave.
6. We hope you enjoy the availability of staying in your car during all seasons. Please help us expedite the loading of cars by having your number ready for us to see. *(especially in bad weather)*
7. At 3:50, any students not yet picked up will be walked to the office. You will need to park and sign them out at this point.
8. Please fill out the attached form if you plan on picking your child up **DAILY**.
9. Any change to the student's dismissal routine should be reported to the office and homeroom teacher ASAP. *We work hard to ensure that all students are dismissed safely. Thank you for helping us.*

Please fill out and return to school ASAP

Student Name _____ Homeroom _____

Person(s) picking child up (Please Print)

1. _____ Relationship to child _____

2. _____ Relationship to child _____

3. _____ Relationship to child _____

I have read the **DAILY** Parent Pickup guidelines and will abide by these procedures.

PARENT/GUARDIAN SIGNATURE

DATE

For Office Use

Student Number _____

Teacher _____

