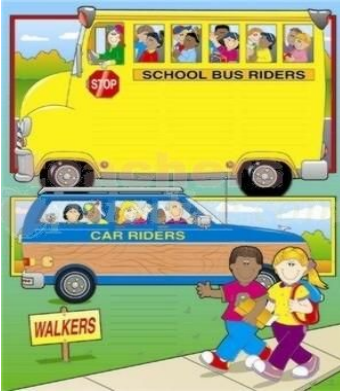


## DAILY PICK UP PROCEDURES ... PLEASE READ CAREFULLY



As we begin preparing for the 2017-18 school year and transportation decisions are being made, we would like to encourage you to utilize our District's school bus service. Utilizing our transportation service allows for smoother traffic flow and more efficient arrival/dismissal at our buildings. However, we do understand there are circumstances that necessitate a child to be dropped off/picked up daily.

In order to ensure the safety of our students, we will continue our procedure for students that are picked up from school on a daily basis. Each year, students will be assigned a number. This will allow us to match each student with the correct adult at the end of the school day. When a car pulls up to the school at the end of the day, the adult will be asked to display their assigned number. Staff members will then dismiss students with the corresponding number attached to their backpack.

If you know that your child will be a "daily pick-up", please fill out the Daily Pick-up registration form and return to your child's building(s) on the given day:

**Dennis Elementary**                      **Wednesday August 16 2:00-3:00 p.m.** (during our building wide walk-through)

**Five Points Elementary**              **Wednesday, August 16 2:00-3:00 p.m.** (during building wide walk-through - cafeteria)

***For grades 2-5, if you are unable to attend the above day in your building(s), please register on the 1st day of school, Thursday, August 17 between the hours of 10:00-12:00 p.m. in your respective building office.***

During these registration days, you will receive a number to be displayed in the car as well as a number to attach to your child's backpack. Each family will receive two copies of the parent number to display in multiple cars if needed. For example, if you need someone other than yourself who is listed as an emergency contact to pick up your child, it will be your responsibility to ensure this person has the assigned number to display in their vehicle. If you have more than one child that attends the same building, they will each receive the same number for your convenience.

For children that are not picked up on daily basis, but may need to be occasionally picked up after school, parents will be required to enter the main office and sign their child(ren) out. Please be prepared to show identification in this instance.

Sincerely,

*Terrah Hunter*  
Terrah Hunter

*Traci Griffen*  
Traci Griffen

## Daily Pick Up Registration Form

Student Name	Grade Level	Homeroom Teacher	Assigned Number (office use only)

I understand that by signing this, it is my responsibility to visibly display my child(ren)'s assigned number daily during pick up. I also understand my child's number must be attached to his/her backpack daily. I understand that my child will not be permitted to be released without a visible number and I will need to enter the office and sign my child(ren) out with proper identification.

\_\_\_\_\_ I have read and understand the Daily Pick Up procedures

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

