

Essential Information for Picking-Up Students at the End of the Day

We must have a current registration card on file to sign a child out. **Registration cards** must be filled out by the legal custodial parent/guardian with accurate information for every child in your family for 2017-2018 school year.

Paper Day Pass Pick-Up:

- 1) If you send in the note ahead of time with all of this information, we will have your pass ready and verified when you come to the sign-out table. If you don't send a note, your process will be longer, as safety is our priority. You are welcome to use the attached template, or write your own:
 - a) Date
 - b) Name of Child being picked up
 - c) Child's Teacher
 - d) **Name of person picking up the child, this person must be on the back of the registration card as a person authorized to pick-up the child.**

- 2) Know the name of your child's teacher and go to the correct line. A-L Teacher last names are on your right, M-Z teacher names are on the left. If you have multiple children, go to the line for the youngest child.

Permanent Passes will begin on September 18th. Both a registration card and a purple permanent pass must be turned in. These children will automatically be sent down to the East Gym Lobby **every day** with their grade level. Go to the permanent pass table for sign out, retrieve your pass, and step to the back of the space until your child's grade level comes to the gym.

For all pick-ups: **Remain quiet** in the east gym... as if it was the bank. What we are handing over to you is more precious than money. We need quiet to keep it safe and efficient. Once you have your pass, please step to back until the grade level you are looking for is called.

Children come into the gym and released in a group by grade level. If their teacher's last name is A-L they will be in the right lane. If their teacher's last name is M-Z they will be in the left lane. **Please meet them by the pick-up area.**

Walk them to the exit door (not the door you came in). **You will give your pass to the staff members at the door, they will take your child's name tag and pass.**

We want to make this process safe and efficient for everyone. Please understand, if you haven't let us know who is coming to pick up your child, the process will be slower as safety is our priority. You can use this sample note form, or write your own note with this information. Thank you for your cooperation and support!

Date: _____

Child's name: _____

Child's grade: _____ Child's teacher: _____

Name of Person picking up: _____

My child will be picked up at the end of the day **today** by the person named above. I understand that if this person is not listed on the registration card, that my child will not be released to him/her.

Parent Signature

Date: _____

Child's name: _____

Child's grade: _____ Child's teacher: _____

Name of Person picking up: _____

My child will be picked up at the end of the day **today** by the person named above. I understand that if this person is not listed on the registration card, that my child will not be released to him/her.

Parent Signature

Date: _____

Child's name: _____

Child's grade: _____ Child's teacher: _____

Name of Person picking up: _____

My child will be picked up at the end of the day **today** by the person named above. I understand that if this person is not listed on the registration card, that my child will not be released to him/her.

Parent Signature