



Central Primary Dismissal

Classroom activities continue until 3:25 pm. Please do not come into the building to pick up your child prior to this time unless your child has an appointment and needs to leave school early. If this cannot be avoided, then please enter through the office and Wenda will call the classroom to release your child. The end of the day is a busy time for teachers and students; therefore, parents will not be permitted to go to the child's classroom unless prior arrangements have been made with Ms. Spatar.

Walkers

Students who walk home from school will be dismissed at 3:25 and crossed at the stop light by a teacher.

Bus Transport

Students who ride a bus in the afternoon will be dismissed to the cafeteria at 3:30 pm. Teachers will escort each bus line to the bus on Depot Street.

Parent Pick Ups

1. All parents will be issued two laminated **Child Pick Up Authorization Cards**. One must be present in the vehicle to pick up your child. If you need additional cards, you may request one in the office.
2. All students who are being picked up after school will be dismissed to the gym at 3:30 pm. There is no need to rush to the pick up lines. Your child will be supervised at all times. Staff members will wait with your child outside until 3:45 pm for pickup. At that time, students who have not been picked up will wait in the office.
3. Parents who are picking up their child are permitted to **line up in the No Parking Zone** in front of the school. **Beginning at 3:30 pm**, the city has given permission for vehicles to Turn Right into the alley beside the gymnasium. This is a **Right Turn Only**. Vehicles are not permitted to turn Left into the alley.

- Beginning the first day of school, as students enter the gym for pick-up they will be escorted to lines outside by classroom teachers. Your child will be allowed to enter your vehicle as long as the **Child Pick Up Authorization Card** is visible. You can continue driving through the alley once your child is in your care.

*A Child Pick-Up Authorization Card must be shown for all students beginning **August 28, 2008**. We will follow the dismissal procedure beginning the first day of school. However, cards won't be available until August 28th, once emergency forms are returned to school. Please return your child's emergency form by **August 26, 2008** so that we are able to make the cards. Your cards will be given to you during pick-up.

- **Important:** If you pull up to pick up your child and the child is not in line and ready to leave, then you will be instructed to drive through and come back around. The pick up line will not be halted to wait for a child to come to line.

- If you do not have your **Child Pick Up Authorization Card** then you will be instructed to park your car on the street and come into the office to show proper identification at which time your child will be released.
- If you choose to park your car on the street rather than proceed through the driving line, you must come present your **Child Pick-Up Authorization Card** to the teacher.

Do not park in the NO PARKING ZONE if you are not going to proceed through the driving line. This is for the driving line only. This causes congestion and endangers our students. Do NOT pull into the alley prior to students being escorted outside. You will be asked to move your car.

- If your child will be picked up by someone other than those stated on the Emergency Card or Child Pick Up Authorization Card, please send a note or call the office (385-4083) with that information. That person will need to come to the office to sign out your child and show identification.

I have included a smaller sample of the Child Pick-Up Authorization Card. The cards will be completed by school staff based on the **information on the Emergency Card**. It is important that you return the Emergency Card by **August 26, 2008**.



Child Pick Up Authorization

Child: _____

Grade _____

Classroom Teacher: _____

Parents permitted to pick up: _____

Additional Authorized Pick-Up People:

Principal Signature: _____

Thank you for your cooperation. The safety of your child is our priority. Additional cards can be requested in the office. Copies of a card will not be accepted.