

Dear Parents:

If you are interested in utilizing our **Parent Pick-up** for the 2020-2021 school year please follow the four following steps.

- 1) Complete the attached form
- 2) Send in a copy of your current driver's license
- 3) Turn your forms into your child's teacher
- 4) Once you receive your PPU cards back from your teacher, please review guidelines on back of your yellow Parent Pick up cards

Please turn in your paperwork to your student's teacher before April 27, 2020 so we may process your request and get these sent back home with your child. The teacher will then forward it onto the office for processing. We will be happy to make a copy of your driver's license in the office if necessary. *Forms must have a copy of the parent/guardian's valid driver's license in order to process the Parent Pick-up forms.* We will return your Parent Pick-up cards through your child's book bag. This will ensure your cards will be sent to you in a timely fashion. Please be sure to check your child's book bag once information is sent in. The turnaround time to process the paperwork is generally 24 to 48 hours. **Parent Pick-up paperwork and the GREEN car cards from last school year will NOT be valid for the 2020-2021 school year.**

Once registered for Parent Pick-up, your student/s will be dismissed at 4:00 p.m. to the curb of the back parking lot. Parents do not leave their cars. You **must** be registered for Parent Pick-up for students to utilize this pick up dismissal procedure. You may register for daily Parent Pick-up or specific days of the week. Some parents opt for a "varied schedule". In this case you would send a note to your child's teacher requesting that your child be sent to Parent Pick-up on that particular day of school. Please be sure to mark and clarify what days your child will be participating in the Parent Pick-up program.

Again, please be sure to include a copy of your driver license when returning your Parent Pick-up form to school. You may stop into the school office at any time to pick up an order form between the hours of 8:00 a.m. and 4:30 p.m. Only one set of paperwork is necessary per family. We also will be open during the summer if you would like to obtain your Parent Pick up cards for next school year over the summer break. Again, summer hours are 8:00 a.m. – 4:30 p.m.

Please feel free to call the office for any questions at 636-851-5900.

Thank you,

Independence Elementary

Starting Date: _____

Teacher/s: _____

Parent Pick-Up 2020 – 2021

Student/s: _____

Days to be picked up: **M T W Th F Varied** – will send a note

Name of person/s Authorized to pick up Student/s	Relationship to Student	Cell Phone (Home # if no Cell Available)

DO NOT RELEASE TO: (Must have legal documentation on file.)

If someone other than the parent is picking up your child, it is the parent's responsibility to give the Parent Pick Up card to that person.

Parent has completed the above paperwork and by signing is agreeing to the guidelines on the attached sheet. Please keep guidelines in a safe place for reference.

Parent Signature _____ Date _____

You must submit Parent Pick-Up form with copy of valid driver's license.

Parent Pick-Up Guidelines

The goal of the Parent Pick-Up program is to alleviate congestion in the office and to provide a safe, convenient departure for parents and students. Students participating in the Parent Pick-Up program will be supervised by an Independence staff member until they are dismissed to the proper car. Dismissal of students will begin at 4:00 p.m.

Please follow the procedure for picking up your child(ren).

1. Pull your car all the way to the parking lot exit. Cars should begin to make a line along the right curb.
2. **When merging, please take turns and be respectful of the other parents.**
3. Please have Parent Pick-Up card visible at all times. This helps to ensure that students are being picked up by approved persons.
4. **Do not get out of your car. If you need to help your child buckle into their car seat, please pull your car over into the yellow striped area, exit your vehicle, buckle your child, then re-enter the traffic flow to exit the parking lot.**
5. A staff member will assist your child with locating your car. They may check for verification periodically.
6. Remain in a single file line and watch our staff members for direction. **You may need to pull into the parking lot to wait for your student if they are not ready.**
7. Please plan ahead for your child's Parent Pick-up dismissal. *Please do not contact the office last minute and late in the day. No changes will be made to dismissal after 3:30pm.* This is to ensure that your child goes home the proper way and would not be placed on the bus due to late notice. The office staff must have the appropriate amount of time to contact the teacher and student to communicate the change in your child's dismissal.
8. Last but not least, remain patient. Our staff is responsible for getting at least 200 children home safely through our Parent Pick-Up system each and everyday. Your patience and cooperation are greatly appreciated.

If any of your original pick-up information changes, please contact the office as soon as possible. Also, if you have a change in plans or an emergency, please contact the office as to dismissal instructions for your child. Parents need to be at Independence no later than 4:00. If parents are continually late, they will be asked not to participate in the program.

Please fill out the Parent Pick-up information form. Please be sure to sign and then submit with a copy of a picture I.D. of the person(s) picking up. We will gladly make a copy of your driver's license in our office.

Independence Elem.

Parent Drop off
Pick Up
Map

Parent Drop off
(8:55 am)

Parent Pick Up
(4:00 pm)

*please
form 2
parallel
lines while
waiting.

Back
Parking
Lot

Enter

EXIT

Meadows Parkway

Cafeteria

Gymnasium

Stage

Library

Kitchen

Nurse
Office

Front Entrance

-  Fire Extinguisher
-  Smoke Detector
-  Pull Station

Front
Parking Lot

