

A message from the Interim Principal...

September 26, 2008

Dear Parents,

In an effort to provide a proactive, safe and secure **Parent Pick-up**, the following procedures will begin **October 1, 2008**

- All parents will continue to arrive at parent pick-up in the back of the building, Cafeteria B at 3:20pm.
- Parents will be greeted by staff members and directed to the grade level sign-out tables. All tables will be labeled.
- At each grade level table, there will be two staff members to greet you. All adults signing children out will be **required to show identification every day**. The name on the identification must match with the name provided in the note sent to school. The second staff member, will then call your child up and ensure that you are leaving with the child you signed out.
- If your child is picked up daily, but there is a day when you will not be picking your child up, please send a note in with your child to change the name on the sign-in sheet. (For your convenience, I have included a parent pick-up form, if you find it easier to submit this than writing a note. These forms will be available on-line and at parent pick-up.)

With the increase in staff, I foresee this process continuing to ensure the safety, security and wellness of our students that we strive for throughout our school day. Thank you for your anticipated cooperation and assistance.

Sincerely,