

Permanent Pick-up Procedure

Dear Families,

If you will be picking your child up after school this year, please complete the permanent pick-up registration that is enclosed. This form should be returned to school as soon as possible, so that we can accommodate you on the first day of school.

****Students enrolled as a permanent pick-up must be scheduled to be picked up Monday through Friday in order to participate.**

Here are some important details regarding this option:

- Please be patient at the beginning of school. We will be helping new students and families to get acclimated.
- After filling out the form for permanent pick-ups, families will receive a numbered permanent pass to display on the *front right passenger side window*. Students will receive a student tag with a matching number for his or her backpack. Families will receive two adult permanent passes and student passes.
- Pick-ups will begin at 2:05 PM, after buses have exited. Please do not plan to arrive before 2:00 PM.
- Permanent daily pick-ups will be in front of SES.
- Cars will enter and exit via the east driveway. The west driveway is reserved for buses and staff at this time of day.
- Drivers will stay in their cars. Students will be escorted from the building by an SES staff member and directed to their designated car.
- Traffic must flow in one direction. Drivers must follow traffic directives from SES staff members in order to keep everyone safe.
- For safety reasons, all children must enter the car on the passenger side. Drivers must stay in their vehicle.
- Once your child has entered the vehicle, please exit using the east drive of the SES parking lot.

- Permanent pick-ups are for children living in your home. If you are planning on carpooling with another family on a permanent basis, please call the office for more information.
- In the event that your child will need to go home with another pick-up family (ie. family emergency--not social visits), you will need to send in a note or an email (beth.leonard@madisonschools.net), which includes that family's name and tag number for the car he/she will be taking home. No phone calls will be accepted for this type of change.
- *If permanent passes are not posted in cars, the driver will have to call the office for further instructions & have photo identification ready.*

Thank you for helping us to make SES safe and secure during dismissal. Please send in your old student tags and any unused permanent passes with your child during the first week of school. Please remove any car decals from last year. A new number and new tags will be assigned to your family. If you have any questions or concerns, you may contact the SES office at 440-428-5121 or email beth.leonard@madisonschools.net

Sincerely,

A handwritten signature in blue ink that reads "Ms. Kuegler". The signature is written in a cursive style with a large, stylized initial "K".

South Elementary School Principal

Permanent Car Pick-up Registration 2021-2022

How many of your children will you be picking up permanently this year? _____

Name: _____ Grade _____ Teacher _____

Name: _____ Grade _____ Teacher _____

Name: _____ Grade _____ Teacher _____

Name: _____ Grade _____ Teacher _____

Please list drivers' name, relationship to child, color and make of vehicles that are allowed to post your pick-up pass (your assigned number):

<u>Name</u>	<u>Relationship</u>	<u>Color and Make of vehicle</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian signature _____ Date _____

Phone Number you can be reached at 2:15 PM _____

Please return this form by mail: 92 E Main St, Madison, OH 44057

Or scan to: beth.leonard@madisonschools.net