

## Swiftwater Elementary Center

### Student Drop-Off/Pick Up Procedures for EVERY DAY Parent Pickup

We ask that you **PLEASE** help us keep our children safe by adhering to the following procedures:

#### Student AM Drop-Off:

- Student Drop-Off will begin at 8:30 am.
- Parents are to pull into the Student Drop-Off Area by entering the parking lot and maintaining a single file line.
- If your child requires assistance to get out of their car seat/booster seat, you may exit the car to assist them.
- SEC staff members will be there to **guide** your child into the building. They will not be expected to open car doors, undo seat belts, car seats, etc.
- **Parent Drop-Off will end at 9:05 am.** If you arrive after 9:05 am, you will be instructed to pull into a parking spot and bring your child(ren) in through the main entrance. Students need to be signed in at the lobby desk and receive a late pass.

#### Student PM Pick-Up:

- Student Pick-Up will begin at 3:40 pm.
- Please follow the same entrance directions as stated in the Student Drop-Off procedures above.
- Show your assigned Car Tag to the SEC staff member on duty.
- Your child will then be escorted to your car. It is your responsibility to place your child(ren) safely in the vehicle.

*We appreciate your cooperation with these procedures to keep all of our children safe.*

#### **If you are not an Every Day Student Pick-Up**

- 1. Pull into a parking space in the front of the building.**
- 2. Enter the building through the main doors**
- 3. Sign your child out in the main lobby where you will receive a Temporary Car Tag**
- 4. Return to your car and enter the flow of traffic for Student Pick-Up**

**NOTE: You MUST be at the school to sign your child out by 3:00 pm. Otherwise your child will be sent home on the bus.**

# **\*\*EVERYDAY\*\* PARENT PICK-UP CONTRACT**

## **NEW PROCEDURES**

For those students who will not be taking the bus home and will be picked up from school EVERY DAY by their parents/guardians, the guidelines listed below need to be followed to maintain consistency.

EVERY DAY Parent Pick-Up Guidelines:

1. **Parent pick-up will begin at 3:40 pm.** Cars will stay to the right and proceed through the circle near the side entrance.
2. Please have your number card ready to show to the SEC staff member.
3. Staff members will escort your child(ren) to the car. They will not be responsible for opening car doors, fastening and/or unfastening seat belts, car seats, etc.
4. Parents will then exit the parking lot. It is imperative that you stay in a single line to exit the parking lot in order to maintain a safe area. Please note that precedence will be given to our buses that are entering and exiting the campus; therefore, you may be directed to wait. We thank you in advance for your patience and cooperation.
5. **If you are sending someone other than yourself to pick up your child,** please make sure that you write a note letting us know, they are in possession of your number card, listed as an emergency contact, and that they have picture ID with them or your children will not be released to that adult.
6. If your child is typically picked up from school, but needs to ride the bus on a particular occasion, parents need to submit a letter notifying the homeroom teacher that they need to take their bus home. **We ask that this not be a regular occurrence for parent pick up students. They are to be picked up every day unless a situation arises.**
7. **Please remember...your number card is our security system. Please contact the school if the number card is lost or damaged so that we may retire that number and issue another.**

**Return the bottom portion ONLY if you will be picking up your child from school EVERY DAY**

### **Every Day Parent Pick-Up Contract**

Family Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name	Homeroom Teacher	Grade

Parent/Guardian: \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Car Tag # \_\_\_\_\_ (for office use only)