

August 2018

Dear Parents:

**In an effort to increase security and student safety at Earl Elementary School, the following procedures will be implemented:**

- All parents must complete the attached "Parent Pick-Up Permission" form and return it to the office if you plan to designate individuals to pick up your child at any time during the year.
- If your child will be picked up every day, or the same day(s) every week, the parent must fill out a "Permanent Parent Pick-Up Form." These forms are available in the multi-purpose room at parent pick up.
- If your child does not have a permanent parent pick-up form on file, a note must be sent in each day that you choose to pick up your child.
- A **photo** ID is needed when picking up a student.
- An older brother or sister should not be sent to the multi-purpose room to pick up the child(ren) unless he or she has a **photo ID** and is listed on the parent pick-up list.

In order to keep the process moving efficiently, please carry your **photo** ID with you at all times during the pick-up procedures. This will require patience from everyone, however, once the procedures are implemented and used as designed, the process will run smoothly.

The **key factors** are that every child will need a **note** or a **permanent parent pick-up form on file** and the adult must be prepared to present a **photo** ID. Our utmost concern is for the safety of our students at EES. This procedure will provide a more secure process in the multi-purpose room when students are being picked up.

Sincerely,

A handwritten signature in cursive script that reads "Rachel Franco".

Mrs. Rachel Franco  
Principal

## 2018-2019 Parent Pickup Permission Form

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian name(s) \_\_\_\_\_

In order to ensure the safety of our students, all parents and guardians must provide a list of designated people who have permission to pick up their child throughout the school year. If the parent pick-up designee is **not** on this form, you will need to contact the office prior to pick-up time.

Please note: It is important to list **ALL** persons given permission to pick up your child in your absence - grandparents, aunts, uncles, neighbors, etc. Any changes to this list may be made by contacting the EES office. Also, any person picking up a child will need to show proper photo identification.

### PERMISSION FOR DESIGNATED PARENT PICK-UP

The following people are permitted to pick up my child during the 2018-2019 school year.

Name

Relationship to Child

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*If you need to add additional names, please write on back of form.*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_