

**Washington Elementary School**  
**Parent Pick-Up Procedures:**  
**DURING SCHOOL HOURS**

August 2018

Dear Parents/Guardians:

Please note the following parent pick-up procedure for picking up your child during the school day:

- If your child needs to be picked up at any time during the day by a parent/guardian or designee, a "parent pick up form" will need to be submitted to the classroom teacher at the beginning of the school day.
- If you do not have the blue parent pick up form, a written note can be submitted. Please include the child's full name, teacher's name, time child is to be picked up, the name of the person picking up, the relationship to child and the date.
- ONCE SEEN BY THE TEACHER, PICK UP FORMS ARE GIVEN TO THE OFFICE. IT IS IMPORTANT TO INCLUDE LAST NAMES AND PRINT THE INFORMATION TO AVOID CONFUSION.
- If a last minute situation arises, calls must be placed to the office by 3:15 p.m. to ensure that appropriate arrangements are made. Calls must be made by the parent/guardian.
- We will ask to see a picture ID if we do not recognize you. If we do not know who you are and you cannot show proper ID, we will be unable to release the student to you.
- Please do not enter the hallway or use the lavatories. This will help ensure proper safety/security for all of our students.

An initial Parent Pick-Up form was sent home with your student with the First Day Papers. If you need more, we have additional copies in the office and there is a link in the weekly emails so they can be printed at your convenience.

Please contact me with any questions. Thank you for your cooperation.

Sincerely,



Mr. Christopher Iacobelli  
Washington Elementary Principal