

“DRIVE-THRU” DROP OFF/PICK UP REGISTRATION FORM

In an effort to help parents, we are providing a “drop off/pick up” car line at the north entrance (by Nagoya Restaurant) of the school.

Schedule A 9:15-1:15:

“Drop Off”: 9:05 - 9:15

“Pick Up”: 1:15 - 1:25

Schedule B 9:45-1:45:

“Drop Off”: 9:35 - 9:45

“Pick Up”: 1:45 - 1:55

“Drop Off”: Our aides will be waiting outside the school to escort your child to his/her classroom. Drop-off will end promptly at 9:15/9:45 to enable staff to begin their duties in the classroom. **“Pick Up”:** Your child will be escorted to the car by an adult. **If you arrive after designated time there will be a late fee of \$1 per minute.** Below are other guidelines for safety and efficiency:

1. When picking up your child, please **do not begin lining up any earlier than either 1:15 or 1:45**, depending upon your scheduled time. This helps with the flow of traffic for those who are walking in to get their child.
2. For the safety of your child, please have them seated on the right side of your vehicle if possible. This will allow them not to have to walk in front of other vehicles.
3. The entrance at the north end of the building will be reserved for our “Carpool” Children only. We will be able to use the lunchroom to keep our precious cargo waiting until you arrive.

In order to participate, please fill out the bottom portion of this form and return it to your child’s teacher. We will make a sign for you to place in your car window with your child’s name and Teacher. We will **ONLY** be adding new car riders to this service at the **beginning of each month.**

SERVICE START DATE TBD

_____ will participate in the “Pick-Up” program.
(my child’s name) **(For Car Riders Only - NOT Walk-ins)**

The designated adult that will be picking up my child is:

_____, _____
(name) (relationship to child)

My child’s teacher/schedule:

_____ MWF, T/TH, or M-F 9:15 or 9:45
(teacher’s name) (circle days) (circle start time)

This section for carpooling car riders only (NOT walk-ins):

_____, _____ // _____, _____
(friend’s name) (friend’s teacher) (friend’s name) (friend’s teacher)

Additional drivers will be:

_____, _____, _____
(name) (relationship to my child) (their phone number)

_____, _____, _____
(name) (relationship to my child) (their phone number)

I give permission for my child to participate in this program; and, I request that the above person(s) be allowed to pick-up my child and have their names added to my existing Admission Information and permanent record.

X _____
(parent’s signature)

_____ (date)