

Family Name \_\_\_\_\_

Assigned Pick- up Number \_\_\_\_\_

Thank you for taking the time to fill out the pick-up form. Attached are two car identification cards with your assigned number. You will need to display one of the cards either on your dashboard or visor each day at dismissal. As you are approaching the pick up area, a staff member will be recording your number and calling in for your child to come out. Remember if you are dropping off or picking up a child that is in **K-1st grade** you will need to pull around to the back of the building to drop off or pick up. If you also have an older child they will need to be dropped off with their **K-1st** sibling. All other students **2nd-5th** grade will be dropped off and picked up in the front of the building. This will also be where we must see one of these original cards and will not accept a copy or handwritten card. If you have someone else picking up your child, please be sure they have one of the number cards that the school issued to you. Any car who does not have an identification number displayed will be asked to park and will need to go to the office and will be required to show ID before students will be released. Please know that the office is very busy at dismissal time and that there may be a wait before you are helped.

If you have any questions or concerns, please do not hesitate to contact me. My direct extension is 45010.

Thanks for all your support,

Casey Scherz  
Principal