



Parent Pick-Up Procedures

Parent Pick-Up will be located in the back of East Elementary at the FEMA shelter.

The goal of the Parent Pick-Up program is to provide a safe, convenient departure for students and parents after school. East Elementary staff members will supervise students until they are dismissed to the proper vehicle or adult with a KIDaccount card. Dismissal of students will begin at 3:30 p.m. **All students need to be picked up no later than 3:45 p.m.**

Each parent/guardian will receive two complimentary KIDaccount cards. If you lose a card or need extras we will gladly make them for \$2 per card.

We appreciate your cooperation in using the following procedures when picking up your student(s) at dismissal time. Please note that there are two ways you can use Parent Pick-Up: Vehicle Parent Pick-Up or Walk-Up Parent Pick-Up.

Vehicle Pick-Up Procedures:

1. Pull your vehicle all the way around the parking lot following the arrows. Vehicles will make a line along the parking lot.
2. When merging, please take turns and be respectful of the other parents.
3. Please have your KIDaccount card visible at all times. This helps to ensure that an approved person is picking up students and will allow students to be called in a timely manner. *Please be advised, we will not dismiss without this card. If you have forgotten the card, you will need to park in a parking space near the playground and come into the building through the FEMA entrance to have your photo ID checked by a staff member, who will reference eSchoolPlus.*
4. Your student(s) will be sent to a cone and assisted by staff to get in the vehicle. They may check for a photo ID periodically. **Students MUST get into the PASSENGER/CURB side of the vehicle for safety purposes.**
5. Remain in a single file line and watch our staff members for direction. You may need to pull into a parking space if your student is not ready to load into the vehicle.
6. Please plan ahead if you will vary from your normal routine during dismissal. Remember that it is district policy that any transportation changes must be done in writing or in person. These changes must be in the East office no later than 3:00 on the day of the transportation change.

(See map on the backside.)

Face-To-Face Pick-Up Procedures:

If you are a parent that parks and walks to pick up your student(s) you will be entering through the FEMA shelter glass entry. Please have your KIDaccount card with you, as we will not release students without this card. If you have forgotten your card, you will need to have your photo ID ready to be checked in eSchoolPlus.

We know that Parent Pick-Up requires patience and we appreciate that. Our staff is responsible for getting at least 200 children home safely through this system. Please help ensure the safety of all students, parents, and staff by adhering to these procedures.

Parent Pick-Up/Car Rider Map:

