

HORIZON ELEMENTARY SCHOOL
DAILY DISMISSAL PROCEDURES FOR STUDENTS WHO WILL BE PICKED UP BY PARENTS

STUDENTS WHO WILL BE PICKED UP BY A PARENT ON A REGULAR BASIS:

1. Each parent will be given a placard with the child’s name on it. The placard should be kept in your car. You will need it to pick up your child. Display your placard in the window so staff members on duty can see it from a distance. Let your child’s teacher know if you need another sign.
2. Enter the school parking lot. Create a line alongside the curb. Do not block bus traffic or the bus loop.
3. Patiently wait your turn in the parent pick up line.
4. Do not get out of your car in the parent pick up line. We will bring your child to the station indicated by a staff member. Students will be loaded on the passenger side only.
5. Parent pickups will be dismissed at 3:35 every day so please make an effort to be on time.
6. Please refrain from using your cell phone in the car line for safety reasons.
7. Please refrain from talking to staff members so they can give their full attention to loading students safely.
8. Please make sure to pull away slowly.
9. Please complete the section below if you plan to pick up your child on a regular basis. Make a notation below which days they will be parent pick up if it is not every day (i.e., every Wednesday, etc). If someone other than the student’s parent/guardian will be picking up the student, please note that as well.

STUDENTS WHO WILL BE PICKED UP BY PARENTS OCCASIONALLY:

1. If you do not **normally** pick up your child, please send a note with your child in the morning to let us know you will be picking up your child that afternoon.
2. Join the line of cars waiting, display your placard or tell the staff member who you are picking up and follow the steps 2 – 8 above.
3. If you fill out the form below your child will be sent to parent pick up and not put on the bus.

We trust you will find these procedures to be safe for children and convenient for you.

DAILY DISMISSAL TO PARENT 2020-2021

Please complete and return this portion if you will be picking up your child on a regular basis during dismissal.

Name of Student _____

Name of Teacher _____

I will be picking up my child at the end of each school day. In the event that my child will need to ride the bus home, I will either send a note that morning or will telephone the school before 3:00 pm.

Signature of Parent

Date