

Chee Dodge Pick- Up School Year 2023-2024

<u>PreK and Preschool</u> Drop off and Release Time	Monday-Wednesday 8:00-2:40 Thursday and Friday 9:15-2:40
<u>Kindergarten- Fifth Grade</u> Release Time Checkouts not allowed after 2:00 p.m.	2:45- Bus call out. 2:50- 3:05 Parent Pick up (drive through pick up) After 3:05 parents will need to park and walk in to get their child.

Procedures for Pick Up

1. **Preschool families** need to park and walk into the Preschool/Pre-K classrooms to sign their student out, before picking up K-5 students.
2. **Preschool families**, after picking up your child from the classroom, you will need to exit out the same door and wait for K-5 students to dismiss in the designated spot.
3. Students will begin to exit the building at 2:50 for the drive through pick up.
4. Staff will have a check out sheet, where they will mark who is the pickup person (ie... mom, dad, grandma, auntie, sibling).
5. Transportation Changes for students may occur between 7:30-2:00. **CHANGES MADE AFTER 2:00 WILL NOT BE ACCEPTED BY OFFICE STAFF.**
6. Siblings will be grouped together for an easy load.
7. Families will pull up to the two (2) marked spots, and parents may **ONLY** pick up at the marked spots, **NO CUTTING, HONKING, OR PASSING OF OTHER VEHICLES.**
8. Families must stay in the lane for pick up and no passing of other vehicles on the left.
9. During inclement weather, students will be housed in the gymnasium and will be called out as parents arrive.
10. Please have your child wear appropriate winter wear during cold weather.
11. Be courteous and patient with other vehicles and pedestrians.
12. If you need to speak to a staff member, you may park and enter the school to see if they are available.
13. If crossing the road, please look for a staff member in a vest and cross the road with them.

KINDNESS AND PATIENCE IS APPRECIATED. 😊

 I _____ (family members name) the family of _____ (child's name) have read and agree to the pickup procedures at Chee Dodge.

Signature: _____ Date: _____

_____ My child is a pickup and I understand the Pick-Up procedure.

_____ My child rides the bus every day after school.