

## Parents of Cougar Ridge Emergency Dismissal Directions

In case of a major emergency where students will be dismissed early from school, the following are procedures that parents need to follow for the safe release of their child(ren).

**ALL parents must show PICTURE ID to be able to pick up their children.**

### **PLEASE READ CAREFULLY AND FOLLOW THE BELOW STEPS:**

1. REMAIN CALM AND BE PATIENT.
2. Be sure your car is parked on the street (the parking lot may be locked to reserve for emergency vehicles). Keep hallways and doorways clear at all times if inside.
3. **PROCEED TO GATE ONE**  
This is where you first request your child(ren).  
**ALL parents/adults must show Picture ID to be able to pick up their children.**
4. **PROCEED TO GATE TWO as directed**
5. **AT GATE TWO**, again show ID, sign check out form, and child(ren) will be released to you.
6. No one may pick up a child who is not on the child's Emergency Release form that the parents have filled out at the beginning of the year.
7. Any parent arriving from the back of the school via the neighborhood trails will be asked to walk around to the front to check in at the Gates. **No unauthorized personnel will be allowed on the field or in the classrooms.**

### **PLEASE NOTE:**

**NO STAFF MEMBER WILL RELEASE A CHILD TO YOU UNTIL YOU  
HAVE CHECKED IN AT GATE ONE AND THEN GATE TWO**

**\*\*WITH PROPER ID\*\*.**