

REVISED PARENT PICK-UP/DROP-OFF SAFETY RULES / PROCEDURES 2022-23

1. The designated Parent Pick-Up /drop-off area for students is the driveway that goes behind the building. Pull all the way forward following the directions of the staff members on duty for both pick-up and drop-off. No other area can be used for pick-up and drop-off of students.
 - You must remain in a single line in the Parent Pick-up area for the safety of the children. At the stop sign, the line will break into 2 lines to go around the island and then cars will merge back into one line as they go to the back of the building. (See attached map for guidance.)
 - Students must be loaded on the curb (driver's) side of the vehicle only.
 - If your child is delayed in getting out of the building or needs help, pull forward into the area by the dumpsters when the line moves forward so that you can help your child, but not hold up the line. Do not get out of your vehicle. Staff is there to assist.
2. **DROP-OFF OF STUDENTS:** Drop off begins at 8:50 and concludes at 9:05. Students **must exit the driver's side of the vehicle**. Students will walk on the sidewalk and enter the building through the rear entrance.

Please note: If you arrive at 9:05 or later, the gates will be closed so that staff can attend to their students and you must park in front and sign your child in at the office. Students are considered tardy if they are not in the classroom at 9:05 when the bell rings.
3. **PICK-UP OF STUDENTS:** The gate will open at **3:45** for pick-up. Please do not arrive before 3:30. Hang your Parent Pick-Up Authorization Card on the **interior rearview mirror** of your vehicle. **No student will be released to a vehicle without the card being properly displayed.** When your number isn't hanging, staff can't see the card and this delays the process. You may be asked to wait until students are loaded to get your child if your number isn't hanging. If you have forgotten your card, you must park in front and sign your child out in the office.
4. Parent Pick-Up students will be dismissed from school at 4:00 P.M. to report to the gym for Parent Pick-up. An adult will supervise students at parent Pick-Up. Refrain from having conversations with staff as we are loading cars so that we can keep the line moving.
5. **If dismissal plans change on a regular school day, you must notify the office at 636-851-4300 no later than NOON. Do not notify the teacher. Changes after noon will not be allowed. (see back of form for more info)**

6. If safety procedures are violated or you are late picking your child up repeatedly, your Parent pick-up privileges will be suspended.

7. If, on occasion, you need to pick up your child early, you must park your car in the front parking lot (NOT BUS SLOTS) and sign your child out through the office by **3:45pm**

8. EARLY RELEASE DAYS:

On **Early Release days**, (Oct. 14, January 12, March 10, and May 26), school dismisses at 1:10 and the gates will open at 1:05.

All dismissal changes need to be into the office by 11 a.m. on early release days.



CASTLIO ELEMENTARY SCHOOL APPLICATION FOR PARENT PICK-UP VEHICLE AUTHORIZATION

****All information must be completed before processing****

I/we plan to use Parent Pick-up on a daily or regularly scheduled basis throughout the 2022-23 School Year.

Parent/Guardian Name _____

<u>Name of Student</u>	<u>Grade</u>	<u>Teacher</u>	<u>Bus Slot</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please Check One:

1. ☐ I/we will utilize Parent Pick-up daily throughout the school year.
2. ☐ I/we will utilize Parent pick-up on a regularly scheduled basis as indicated below:
(CHECK APPROPRIATE DAYS YOU INTEND TO USE THIS SERVICE.)
MON.____ TUES.____ WED.____ THUR.____ FRI.____
3. ☐ I/we will use Parent pick-up on occasion and will notify the office before noon on the days I am using this service.

IMPORTANT: I have read and agreed to follow the Safety Procedures for Parent Pick-Up as outlined. I will ensure that all vehicles using my card are also informed of these rules.

I am aware that PPU privileges will be suspended if violated.

The Castlio Safety Committee

Driver Signature _____

Date: _____