

TO: FECC FAMILIES  
FROM: LORRAINE SMYTH, PRINCIPAL  
DATE: SEPTEMBER 2023  
SUBJECT: EARLY PICK-UP PROCEDURES



If your child needs to be dismissed earlier than regular dismissal time, a **written note** must be sent to their teacher with student **upon entering school**. Please include the name of person picking up, relationship to child and phone number. It is difficult for teachers to check emails/SeeSaw during instruction time.

For the safety of your child, students **will not** be released without proper photo ID at time of pick up. When the emergency contact person arrives, the teacher will be notified. At that time, the student will be signed out and dismissed from lobby.

We appreciate your help in keeping all information accurate in case of an emergency.

LS:bg  
2023