## RANGERVILLE ELEMENTARY

## PARENT PM PICK-UP PROCEDURES

1. Parents, you may use the drive-through lane with an issued approved card number. The card is a color-coded number with students' name to be placed on the front window of your vehicle so it may be easily visible by school staff.
2. Your child will receive a matching number card that has been placed on their backpack so it can be readily matched with the parent's.
3. Students will be released by a staff member, without the parent having to come into the building.
4. Your child will not be sent to you if your card is not displayed in the front window of your car**. If you forget your card, you will need to go to the end of the line and wait.**
5. If you require an occasional pickup, rather than bus transportation, please provide a note the morning of the pickup to the teacher. Photo ID required. The person who is picking up the student must be an adult/guardian or a person 18 years old or over who is listed on the release card/ form. Do not send an adult to pick up your child if they are not on the release form. **This is for your child's safety.**
6. We ask that you help us avoid confusion and communicate the procedures for picking up your child to those who send them to school, lend them their pink card that day so that they do not have interruptions when they pick up your child.

## TRAFFIC SAFETY PROCEDURES

1. All traffic is one-way. Everyone is required to follow traffic patterns.

2. Please do not park in handicapped spots or non-parking areas.

3. Parents please do not use the bus loop during pick up times. The Fire Marshall requires that there be complete access for emergency vehicles.

**We thank you for your cooperation; together we will make this school year very successful!**