

Pick-Up Procedures for Page Early Childhood Learning Center

The following sets of dismissal procedures are to ensure the children of Page Early Childhood Learning Center get home safely. These systems provide layers of protection and must be adhered to. This includes timelines for changes and check outs.

School dismissal is at 3:40, Monday-Thursday. All students must be picked up by 3:55.

Changes

Changes in afterschool arrangements must be made by a parent/legal guardian in writing, through email, or by phone directly to the front office. Do not contact the teacher directly, only the front office. We do not accept change requests from children. Changes to pick up arrangements must be made before 2:00 PM. Students cannot be checked out between 3:25 and 3:40. If it is after 3:25, you must wait until 3:40.

Pick-Ups

If your Kindergarten or 1st Grade student is a pick-up at the end of the day. The person picking them up will park in the front parking lot and enter the building through the front door. You must show your green pick-up card to enter the building. Two of these cards will be distributed at the beginning of the year. These cards have a number imprinted on them that match the number assigned to your student. Once inside the building, you will go to your child's classroom and sign them out directly from the classroom teacher. You will also show the teacher your green pick-up card, and the teacher will verify that the number matches the student you are picking up. All pick up students must be signed out from their assigned classroom.

If the person picking up a student does not have a green pick-up card, they will be required to show identification to the staff in the front office to verify identity, and confirm they are authorized to pick up the student. Any legal documents restricting individuals from contact with students must be provided to the front office.

Bus Riders

If your child rides a bus, please note the time bus groups depart:

Group A departs the bus ramp at 3:40 PM

Group B departs the bus ramp at 3:45 PM

Students will not be allowed off of the bus once they have boarded. Parents are not allowed on the bus ramp.

Walkers

Students who are designated as walking home will exit the front door of the school at 3:40.

Off Campus Student Pick Up:

We do not allow students to be picked up/signed out of school during off campus events (field trips, track meets, etc.).

Please be considerate and observant of others while picking students up.

Please do not park in driving lanes or otherwise block traffic.

Be aware, be patient, and always be safe.