

**Samuel Bissell Elementary School**  
**Parent Drop-off and Pick-up procedures 2019-20**

In our continued efforts to enhance the safety and security of our school, the following drop-off and pick-up procedures will be in effect for the 2019-20 school year.

**MORNING DROP-OFF**

8:45am-8:55am

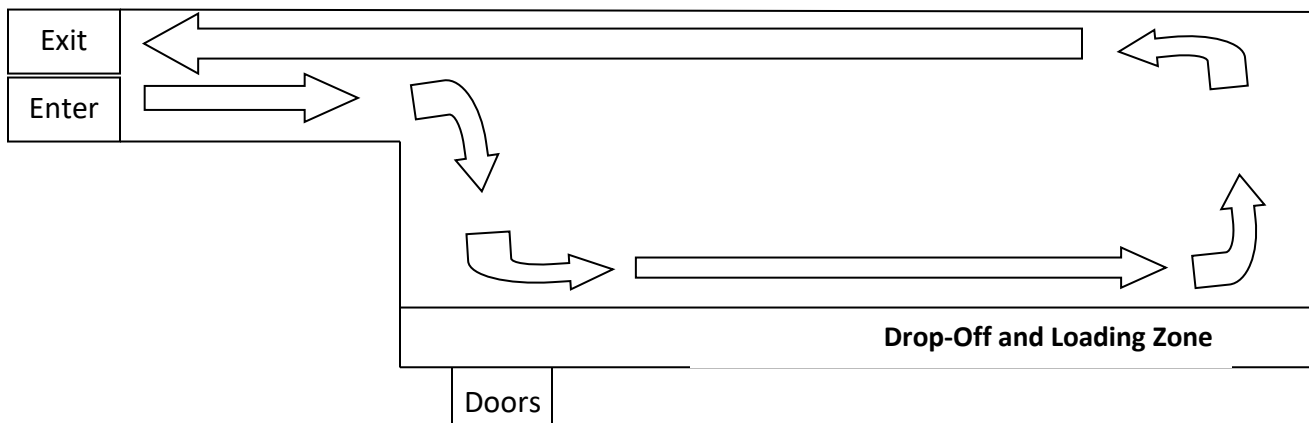
- Students will be dropped off in the back at the playground doors.
- Playground gate and doors will be locked by 9:00am
- Parents may **not** enter the building through playground doors.

**AFTERNOON PICK-UP**

Starting at 3:40pm

- Playground parking lot
  - Students will be escorted to their assigned vehicle.
  - Parents may **not** enter the building through playground doors.
- The Bissell “pick-up” pass must be visible in the car window**

- Parent/Guardian drop-off and pick-up will take place at the playground doors and in the playground parking lot.
- **Cars must SLOWLY enter the playground (speed limit is 10 mph), follow the arrows to the loading zone, stop to drop off and pick up children in the designated areas.**
- Children will exit cars (morning) and enter cars (afternoon) from the passenger side back door. Drivers should not exit their vehicle. **It is important that children are able to operate their seatbelt, open the car door on the passenger side, and handle their backpack/belongings independently.**
- Bissell staff will be by the back doors to greet and dismiss students.
- **FOR AFTERNOON PICK-UP:** Parents who plan to pick-up their children in the afternoon **MUST** have a Bissell “pick-up” pass. Each family will be assigned a number that will be used to identify children for the appropriate vehicle. Families may request **1 or 2 passes** to put in your vehicles for pick-up. **Drivers without a pass will have to park in the parking lot and go to the Welcome Center before child/children will be released.**



August 2019

Dear Parents/Guardians,

If you plan to pick-up your child/children on a regular basis this school year (2019-20 school year), please complete and return the form at the bottom of this page to the Bissell office or your child's current teacher. Only one form per family is necessary. This form can also be returned at the Sneak Peek event in August.

The Bissell office staff will assign a "pick-up pass" for you and have it ready for you by the first time you pick up your child or at the Sneak Peek in August if you plan to attend.

Each family will be assigned a number that will be used to identify you as you arrive for pick-up at the end of the school day. Your pass will need to be displayed in the car window as you enter our playground pick-up line. Drivers without a pass will have to park and go to the Welcome Center before children will be released.

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**Samuel Bissell Elementary School**  
**2019-20**  
**Parent Pick-up Application**

Student 1: \_\_\_\_\_ 2019-20 Grade: \_\_\_\_\_  
Student 2: \_\_\_\_\_ 2019-20 Grade: \_\_\_\_\_  
Student 3: \_\_\_\_\_ 2019-20 Grade: \_\_\_\_\_

Name of Adult(s) who have permission to pick-up child/children:

*Please list the names and relationship of all adults. These people must also be listed on the child's emergency card.*

Adult Driver's Name	Relationship to Child/Children

Our family is requesting **1** **2** (circle one) "pick-up" passes.

**Note:** Lost passes can be replaced at a cost of \$5.00. Families can keep their passes and assigned number for the time they have children enrolled at Bissell. When your children leave to go to Dodge, passes must be returned to Bissell or you will be charged \$5.00 per pass.