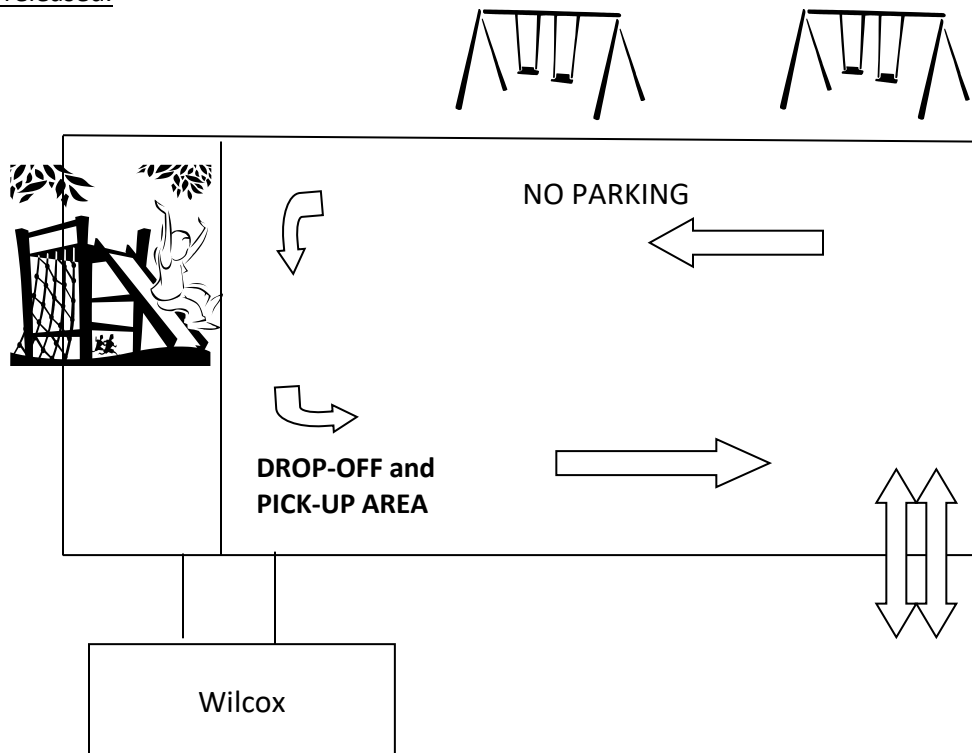


Wilcox Primary School
Parent Drop-off and Pick-up procedures 2019-2020

In our continued efforts to enhance the safety and security of our school, the following drop-off and pick-up procedures are in effect for all parents/guardians.

MORNING DROP-OFF <u>8:05am-8:20am</u>	AFTERNOON PICK-UP <u>3:00 – 3:20pm</u>
<ul style="list-style-type: none"> • Playground gates and doors will be locked at 8:20am. • Playground parking lot • Wilcox staff will be present • Parents may <u>not</u> enter through back doors 	<ul style="list-style-type: none"> • Gates unlocked at 3:00pm • Playground parking lot • Wilcox staff will be present • Parents may <u>not</u> enter through back doors <p style="margin-left: 20px;">Adult driver must have Wilcox “pick-up” pass visible in car window</p>

- Parent/Guardian drop-off and pick-up will take place by the back double doors of the Wilcox playground.
- **Cars must SLOWLY enter the playground (speed limit is 5 mph), travel counterclockwise around the perimeter, and stop to drop off 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.**
- Wilcox 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 Wilcox “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 and go to the main office before children will be released.



August 2019

Dear Parents/Guardians,

If you plan to pick-up your child/children this school year (2019-2020 school year) please complete and return the form at the bottom of this page to the Wilcox office or your child's current teacher. Only one form per family is necessary.

The Wilcox office staff will create a "pick-up pass" for you and have it ready for you by the first time you pick up your child.

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 main office before children will be released.

Wilcox Primary School
2019-2020
Parent Pick-up Application

The first day I plan to pick-up my child is _____.

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 Wilcox. When your children leave to go to Bissell passes must be returned to Wilcox or you will be charged \$5.00 per pass.