

Subject: Parent/Guardian Pick-Up Application and Car Rider Tags

Dear Parent/Guardian,

The safety and well-being of every child is the highest priority at Boone Trail Elementary. As we work to provide a safe and secure school environment, we use a variety of processes and procedures, including the issuance of **car tags** to the parents/guardians of students who are picked up by vehicle or walked out when school is dismissed.

If you plan to have your child picked up from school at dismissal, even if only a few times, we ask that you **please complete the attached Parent/Guardian Pick-up Application and return it to school at your earliest convenience.** If you have multiple children who attend Boone Trail, you are only required to complete **one** application.

Upon receipt of the completed application, we will issue each family two ***Car Rider Tags***. If more are needed, simply note that on the application. **These tags should be prominently displayed from the rear view mirror of the vehicle authorized to pick up your child/children at every pick up, or carried to the front of the school to walk students to your vehicle in the parking lot.** Those vehicles that don't have a tag displayed may be asked to exit the pick-up line so that the identification of the person picking up a student can be confirmed. We often have substitute teachers in our duty lines and the tags can be easily read to keep car traffic flowing.

This is a procedure that Boone Trail is continuing to master, and the patience and cooperation of everyone involved is greatly appreciated. We are trying to make this process as safe, orderly, and as efficient as possible.

Again, we thank you for your support and understanding as we work to make the dismissal process a success for the parents, the students, and the staff.

Sincerely,

Michelle Cleve
Principal

Boone Trail Elementary Parent/Guardian Pick-Up Application

(Please complete one form per family and return to the main office. Please print clearly.)

| | STUDENT NAME | GRADE | TEACHER |
|---|--------------|-------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Each family will receive two car rider tags. These tags should be clearly displayed on the rear view mirror of the car you have authorized to pick up your child/children at every pickup. If you choose to park in the lot and walk up to retrieve your student, please carry the Car Rider Tag with you, especially during rainy day dismissal.

Due to the high volume of cars on the school lot at dismissal time, please pull your vehicle all the way around to the beginning of the sidewalk past the main entrance. We will utilize our numbered cone system to direct and load students. We kindly thank you for your consideration and patience.

Parent/Guardian Signature: _____

Date: _____