WINCHESTER POTTERS ELEMENTARY

PARENTAL PICK-UP AUTHORIZATION

Parents who wish to pick up their children on the regular basis at dismissal must complete the permission form below. **Please return this form to school. You may drop it off at the main office or leave it in our book-box in front of the building before your child’s first day of school.**

New procedures:

● Each family will receive ***two car tags*** with a designated number for their family. We understand the need for multiple drivers to be picking up, so we will be issuing ***two car tags per family***. Please share your car tags as a family.

● ***Your car tag must be displayed on your dashboard.***

Cars will line up in front of the building…

● Each child will receive a bus/designated number tag from their child’s teacher. They will need to wear this on their school bag daily so we can safely and efficiently exit them from the building. ***Please do not remove these from your child’s school bag***.

Student pick-up will begin promptly at 2:50 p.m. ***In order for us to keep an overflow of traffic to a minimum, please do not arrive prior to the designated pick up time.***

Please Print:

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional Authorized Adults \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child will be picked up on:

 □Monday □Tuesday □Wednesday □Thursday □Friday

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**A picture ID is always required at pick-up.**