



## Student Pick Up Procedure



The following protocol will be effective immediately in an effort to create a more efficient and safe system for picking up students at Green Ridge. Our primary purpose is to ensure the safety of the students.

1. **Permanent Student Pick Up – picking up your child(ren) everyday**
  - a. Please sign one note, and send it into the office.
  - b. Do not sign the sheet outside the office.
  - c. Each day, we will announce permanent parent pick up, and teachers will send those students up to main entrance.
  - d. If your child is going to ride the bus, please send a note.
2. **Picking up throughout the year (not permanent parent pick up)**
  - a. You have different options for alerting the school of pick up.
    - Arrive no later than 3:35 PM to sign the sheet outside of main office so students can be called to main entrance at the end of the day.
    - Send a note in with child to office staff to alert us that you will be picking up that day.
    - Email office staff, Trish Noonan **and** Terrie Strockbine, if you are picking up and didn't send in a note. Phone calls will not suffice. Emails: [pnoonan@cvschools.org](mailto:pnoonan@cvschools.org) and [tstrockbine@cvschools.org](mailto:tstrockbine@cvschools.org)
  - b. Please do not email the teachers about pick up. Teachers cannot always check email throughout the day.
  - c. Please do not call the office staff. We will need to have it in writing.
3. **Parking:** Please park in the side parking lot not the front lot. In addition, starting on Monday, December 18, 2017, we will open the upper playground for parking. We will not have security in the afternoon so parents will be responsible for parking in the back lot. Please do not block other cars. We had to block off the front grass area due to limited visibility for cars, vans, and buses leaving our lot.

Thank you in advance for your assistance and understanding in this matter.

Mrs. Lena, Green Ridge Principal