

August 12, 2015

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 Duello 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 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 Duello, 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. Please consider that as you carpool, any adults you designate to pick up your child must be reflected in our school information system as authorized to pick up. **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.** Vehicles that do not 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, please have a driver's license or other state issued ID available to show staff. 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 Duello Elementary is continuing to master, and the patience and cooperation of everyone involved is greatly appreciated. We want to ensure that this process is 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,

Melvin Bishop, Ed. D.
Principal

Duello 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			
1			
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.

Due to the high volume of cars on the school lot at dismissal time, please pull your vehicle all the way up to the sidewalk on the west side of the gym. We will utilize the entire sidewalk area in front of the building to load students. We kindly thank you for your consideration and patience.

I have reviewed the car rider procedures and I request car rider tags for the students listed above.

Parent/Guardian Signature: _____

Date: _____