



Willard Orchard Hills Elementary

Student Pick Up Line Procedures

All students who will be picked up at the end of the day will be dismissed at the 2nd bell and will be escorted to the front of the building where staff members will be on duty. Students to be picked up in the car line will be escorted outside. Those to be picked up in the lobby will be supervised and released to an adult.

Procedures for Car Pick Up Line are as follows:

- As cars pull in, one staff member will announce the stop where each student should line up. A staff member will be in close proximity to each stop to assist students as they get into the vehicle if needed.
- Each vehicle will be required to have a tag (provided by the school) hanging from their rearview mirror with the student's name on it.
 - If the vehicle does not have the tag, a staff member will direct the patron to park and come into the building so office personnel can verify his or her authorization to pick up the child.
 - Families will have opportunity to receive more than one tag. If the family chooses to give a tag to another person, this will serve as authorization for pick up.
- Those students who are not picked up, will be returned to the office so office personnel can make a phone call to determine how the child will be getting home.

Procedures for Lobby Pick Up are as follows:

- Each adult picking up a child will be required to have a pick up tag (provided by the school) to show the staff member on duty before the student will be released to him or her.
- If the person does not have a tag, he or she will be required to come to the office to speak with office personnel to verify his or her authorization to pick up the child.
- Families will have opportunity to receive more than one tag. If the family chooses to give the tag to another person, this will serve as authorization for pick up.