

Gayhead Elementary School

Daily Pick-Up Form

Dear Parents and Guardians,

If you wish to pick your child up from school at dismissal (**3:25 pm**), we ask that you send a note each day the pick up will occur.

Parent/Guardian sign-out is on our lower level near the first playground as you drive up the driveway. In order to keep everything safe and organized, we ask that you please park your car in one of the three designated lanes. Then, you will enter through the lower level lobby near the primary playground. Please have your **photo identification ready!**

A note is required each day. There is no "same day of the week list." **The only exception is if your child is always picked up every day.**

If your child needs to be picked up at dismissal, **please use the form below** and send it with your child **each day** the pick-up will occur. (Please make additional copies as needed so you have them handy if the need should arise again - forms are also available on our school website.) Your cooperation will make the dismissal procedure swifter and safer if this form is used all the time.

Daily Student Pick-Up Form

Please give this form to the classroom teacher with morning notes.

Teacher will forward to the main office.

Child's Name: _____ Date: _____

Teacher: _____ Grade: _____ Room: _____

Dear Mr. Olavarria (Principal),

It is necessary that my child be picked up from school **today** at dismissal (**3:25 pm**). If the person picking up my child is other than myself, the parent/guardian, I have indicated that person's name below and their relationship to my child. **I am aware that photo proof of identification is required.**

Name (if other than Parent/Guardian) _____ Relationship _____

I have read and understood the above information.

Signature of Parent / Guardian