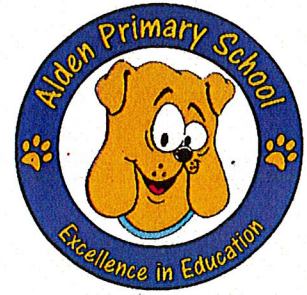


Alden Primary School  
Dismissal Loop Procedures



- 1) Unattended vehicles are NOT permitted in the loop between the following times:
  - a. 7:45 - 8:10 AM
  - b. 2:15 - 2:45 PM
- 2) Vehicles in the loop should exercise extreme caution when going around parked vehicles.
- 3) Families who enter the loop should remain in their vehicles at all times, unless they are assisting a child with a seatbelt.
  - a. If you would like to walk your child to the doors in the morning, please park in a designated space within one of our lots on the visitor side.
- 4) Students who are being picked up in the loop at dismissal will exit the Primary School between 2:30 - 2:45 PM.
- 5) Families who SHOULD utilize the loop at dismissal:
  - a. Those who have been assigned a regular "Pick-Up Pass"
  - b. Those who have sent in a note to the teacher at the beginning of the day
  - c. Those who have notified the Main Office of a change prior to 11:30 AM
- 6) Families who SHOULD NOT utilize the loop at dismissal and should enter the Main Office:
  - a. Those who are picking up a child from the Health Office
  - b. Those who have notified the Main Office of an emergency after 11:30 AM
- 7) Prior to entering the loop, drivers should display their "Pick-Up Pass" in a passenger window or from their rearview mirror so that staff can quickly view student numbers.
- 8) If you do not have a "Pick-Up Pass" and staff members are not familiar with you, please be prepared to show your license or proper identification.

UPK Changes for 23-24 - Two Extra Sections!

UPK will dismiss via both Door A and Door B. The dismissal loop will be in use by UPK parents from 1:45 - 2:15 PM each afternoon. K-2 families should avoid entering the dismissal loop before 2:15 PM.

Pick-Up Pass Request Form



Directions: Please fill in the information below and promptly return to the PS Main Office.

Student's Full Name \_\_\_\_\_

Teacher(s) Name \_\_\_\_\_ Grade \_\_\_\_\_

Check one of the appropriate box(es). If you select option #2, also indicate which days your child will be picked up during the week.

☐ Option #1 - My child will be picked up DAILY:

☐ Option #2 - My child will be pick up every:

☐

Mon

☐

Tue

☐

Wed

☐

Thu

☐

Fri

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

**\*\*Without prior permission, only those individuals listed on your child's Emergency Card are authorized to pick your child up.\*\***