

School Pickup

This procedure describes the steps necessary to pick up kids from school using the car line system, which includes arriving early, using a numbered sign for identification, and ensuring a quick and safe departure.

Step 1: **Departure**

Drive to the school, using the back entrance to access the pick-up area.

Step 2: **Arrival Timing**

Aim to arrive 5-10 minutes early to join the line of cars waiting to pick up their children.

Step 3: **Join Line**

Get in line with the other cars, forming a circle as per the school's pick-up procedure.

Step 4: **Identification**

Have the blue numbered bus sign ready to display when it's your turn to pick up the children.

Step 5: **Sign Display**

Hold up the blue numbered bus sign so school staff can identify and send the correct child to your car.

Step 6: Child Reception

Quickly but safely, have the child enter the car and buckle up immediately.

Step 7: Departure

Once the child is secured, promptly drive away to clear the space for the next parent.

Step 8: No Sign

If you forget the numbered bus sign, speak with the staff member and be prepared to show identification to verify you are there to pick up the correct child.

Step 9: Recognition

If you are driving a recognized family car, staff may expedite the pick-up process.

General Notes

Early Arrival

Getting there too early is unnecessary; arriving 5-10 minutes before dismissal is sufficient.

Wrong Child

If staff accidentally sends the wrong child to your car, politely decline and remind them which child you are there to pick up.

School Policy

Follow the school's pick-up policy closely to ensure the safety and efficiency of the pick-up process for all involved.

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