

## George L. Hess Educational Complex

### Parent Pick-Up Information

In an effort to provide a safe and secure Parent Pick-up, please follow the procedures outlined below:

- Location: Parent Pick-up is located in the back of the Hess School in Cafeteria B.
- Time: Full days: 3:17 – 3:30  
Early dismissal days: 1:17 – 1:30
- How: *Step 1:* Locate your child's table. Tables will be labeled by houses (A, B, or C) and then by student's last name from A-L and M-Z.
- Step 2:* Provide I.D. to the staff member who will then request your signature. (See IMPORTANT information below regarding identification.)
- Step 3:* The staff member will then call your child up to be dismissed.

### **IMPORTANT**



**ALL** adults picking up must present **photo identification on a daily basis** to the staff member at the pick-up table. Individuals who do not present identification will be instructed to retrieve identification prior to the release of any student. The name on the identification must match with the name provided to the school.

Please be sure the school has the full name of the individual picking up your child prior to dismissal. You can provide this information by sending in a note the morning of your pick up or you can call the appropriate office at the numbers listed below. A Parent Pick-Up form is located on our school website for your convenience.

We encourage you not to pick up your child early from school. If you need to pick-up your child early from school, please understand that all class time that is missed will be counted against his/her attendance. This includes being picked up from school prior to dismissal at 3:17 pm. If you do need to pick-up your child early, please do so before 3:05 pm. Anyone picking up children after 3:05 pm will be asked to wait until parent pick-up opens at approximately 3:17 pm. All end of the day changes must be made **before 3:05 pm.**

#### Numbers to contact for support:

House A: Mrs. Laurie Duffy @ 476-6116

House B & C: Mrs. Diane Manno @ 476-6125

**Thank you for your anticipated cooperation and assistance.**