

CRESTWOOD INTERMEDIATE SCHOOL

PARENT PICK-UP and DROP-OFF PROCEDURES

PARENT PICK-UP PROCEDURES

Dear Parent/Guardian:

Crestwood Intermediate has developed a parent pick-up procedure for all students who are picked up at dismissal instead of riding the bus home. We will be using a "Four Card System" designed to eliminate confusion as to who is authorized to receive students during afternoon dismissal parent pick-up.

With strong emphasis on the safety of our children, the Four Card System will require that only an **authorized individual**, designated by parents, will be able to receive their child at Parent Pick-up each day. By utilizing the Four Card System, the school and home will work cooperatively to ensure that children remain safe. Your assistance in following the guidelines of the Four Card System is vital to its success.

Below you will find the guidelines for following the Four Card System along with the expectations for parents/guardians. Thank you in advance for your assistance as we utilize this system for the safety of our children.

Four Card System Procedures

- ✓ Complete the Pick-Up Authorization form (page 3 and fillable form available below) to designate who is allowed to pick up your child. An "authorized individual" is someone 18 years of age or older and is listed on the Pick-Up Authorization form. You can deliver this form to CWI in one of several ways:
 - print, sign, scan, and email to your child's teacher
 - complete [Fillable PDF](#) with digital signature and email to your child's teacher
 - print, sign, and drop off form at CWI on or before 9/8
 - if you are unable to print the form, call CWI to set up a time to pick up a copy of the form and complete it at the school

- ✓ On the first day of in-person learning, four cards will be given to parents (three cards to be placed in the passenger side front window of the designated vehicle and one card to attach to the child's person or bookbag). These cards will be used for the remainder of the year. Please be patient with us during the first few days, as we will need to check identification until all parents have been assigned their pick-up cards. The process will go quicker once we have everyone on board!

- ✓ Pick-up will be located on the right side of the building (if you are facing the front entrance). Please use the regular Parent Pick-up route (see video link below):
 - Enter on Booker Street
 - Drive around the block
 - Make a left on the side street to enter the parking lane
 - The school (Cafeteria) building will be on your right.

- ✓ Drivers must remain in their cars at all times. Give the staff member the child's legal name and teacher's name. Your child will then be called to the Parent Pick-up area. Staff will confirm the Pick-up card in the car window matches your child's card before the student is released.

- ✓ In the event an "authorized individual" is under the age of 18, does not have a Pick-up Card, or is not listed on the Authorization Pick-Up form, the parent will be contacted before the child is released.

- ✓ Any child that does not have a parent or designee with a matching card will remain at school until the parent/guardian is notified.

- ✓ If a card is lost or damaged, a replacement card **must** be requested from the school (e.g. written notice, email, or phone call). **Photocopies or other duplicate copies of the bus card will not be accepted.**

[Please click here to watch a video on the traffic pattern for parent Pick-Up and Drop-off at Crestwood Intermediate School.](#)

[Pick-Up Authorization Form- Fillable PDF](#)

Crestwood Intermediate School Pick-Up Authorization Form

I _____ authorized to receive my
(Print the Parent/Guardian First and Last Name)

child _____ to be picked-up by the
(Print the Child's First and Last Name)

following authorized individuals (licensed driver and/or adult 18 years or older):

1. _____

2. _____

3. _____

I understand that it is my responsibility to provide these individuals with a Pick-up Card matching my child's to ensure my child will be released to them. Failure to follow this procedure will result in my child staying at school until I am contacted to pick-up my child.

Student's First and Last Name: _____

Teacher's Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

CRESTWOOD INTERMEDIATE SCHOOL

PARENT DROP-OFF PROCEDURES

Dear Parent/Guardian:

Below you will find the guidelines for our parent drop-off procedures. Thank you in advance for your assistance as we work together to maintain the safety for ALL students.

Drop-off Procedures

- ✓ All students are required to wear masks to school daily.
- ✓ Doors will be open to receive students at the parent drop-off doors at 7:50 a.m.
 - Drop-off will be located on the right side of the building (if you are facing the front entrance). Please use the regular Parent Drop-Off route
 - Enter on Booker Street
 - Drive around the block
 - Make a left on the side street to enter the parking lane
 - The school (Cafeteria) building will be on your right.

[Please click here to watch a video on the traffic pattern for parent Pick-Up and Drop-off at Crestwood Intermediate School.](#)