Dear Parents Who Pick Up Their Child(ren) By Car:

In order to streamline our dismissal procedures at the end of the day, we offer a convenient curbside dismissal program for parents who pick up their child at school on a regular basis: there is no longer a need to get out of your car! This program is called the “Apple Pick-Up” dismissal plan. The program is for parents who pick up their child everyday. It is also for parents who pick up their child on a regular basis, such as, every Monday for religious education or every Tuesday for dance class.

Here is how the “Apple Pick-Up” plan works.

1. Register your child(ren) for the program using the attached Registration Form For Curbside Pick-Up By Car. **You do not need to do this if you already have a number and have registered.**
2. You will receive a large numbered sign to show the staff member on duty for the curbside pick-up.
3. Enter the south parking lot and pull up to the curb closest to the opening in the fence. This is a popular program, so you may see a long line when you arrive. Please be sure your “Sign” is clearly visible to the staff member on duty.
4. The staff member on duty at the curb will call in the number on your “sign” to the staff member on duty inside the hallway.
5. Your child(ren) will be sent out to get in your car on the passenger side. Please do not get out of your vehicle to assist.

If you registered last year, we will begin Apple Pick Up on the first day of school. If you are new to Apple Pick Up, you may begin participation as soon as you receive your numbered sign for your vehicle. Please remember that the first few days are a bit slower in getting the kids to the car, so don’t let the wait time deter you from participating. Once we get to know everyone, it is a very efficient process, and we often are done before the buses pull out.

If you have any questions, please feel free to call the school office at 956-3100. Thank you.
Glengary Elementary School “Apple Pick-Up” Dismissal Plan
Registration Form for Curbside Pick-Up by Car

This plan has been developed to allow parents to pick up their children without coming into the
building to sign out. **This plan is for parents who will be picking up their children daily. It is also for parents who pick up their children on a regular basis such as every Monday for religious education or dance class.**

Each registered car will be given a numbered “Sign” corresponding to the number which will be
assigned to your family. Numbered signs must be visible to the staff member who will be
dismissing the children at the curb.

It is possible for other adults to be authorized to pick your child. Please make sure you give that
person an extra numbered sign to present for your child. **All drivers must be on the green emergency card of the children they pick up.**

Students in the Apple Pick-Up Plan will be dismissed when the bell rings at the end of the school
day on the side of the building next to the Media Center. Students will be excused from the
building one car at a time. Cars will need to wait in line with signs visible. We recognize the
long line of cars that forms along Woodbury, but don’t let that stop you from participating! The
line moves quickly and often we are done dismissing before the buses pull away.

**If you registered last year, this procedure begins the first day. If you are new to Apple Pick Up, you may begin as soon as you receive your numbered sign.**

(Please return this portion of the form)

Date: ____________

Parent Name: ____________________________ (please print)

Names of students to be picked up:

______________________________________ Room # ____  __________________________________ Room # ____

______________________________________ Room # ____  __________________________________ Room # ____

Days of the week you plan on using “Apple Pick Up” ________________________________

Signature: ________________________________

Please list other adults who are authorized to pick up your child. **These adults must be listed on your child’s green emergency card and you will have to be sure that they have a numbered “Sign” in their car.**

______________________________________

Each family will be given one numbered signs unless you need extras. How many extra signs will you need? ______