

**Gilkey Elementary Dismissal Plan**  
**Dismissal Plan Starts Wednesday Sept. 6, 2017**

Safety is a high priority here at Gilkey Elementary. We are adding an extra layer of security in our Dismissal procedure for our students to ensure their safety. We need to make sure that students are exiting our building and school grounds with people designated to pick up students.

All families will receive two hanging tags. These hanging tags will serve as a pick up tag in both the drive up circle by the main doors, the main parking lot and for the walk in pick up. The hanging tags should be placed on the rearview mirror to be used in the pick up circle or carried in if you park to come in or meet your child. All students will receive a backpack tag, doesn't matter if they ride the bus, walk or they are picked up, a tag will be attached to their back pack.

All families are assigned a family number. The hanging tags will have a number that matches the number on the child's backpack. All siblings or children that belong to the same family will have the same number.

**Kindergarten and 1st Grade Students**

A Specials teacher will supervise Kindergarten and 1st grade students as they get on the buses. Any Kindergarten and 1st grade students who are picked up by an adult or older sibling will be walked down to the hallway by the main office by their classroom teacher. Students will stand with their teacher until parents arrive and provide identification.

**2nd, 3rd, 4th and 5th Grade Students**

Bus Riders will line up in the hallway starting at the Gilkey Tree. A specials teacher will be standing there. When the bell rings, Bus Riders will walk down the hallway to the lower ele exit, being monitored in the hallway by the Specials teachers. They will go out the lower el exit and board buses under the supervision of Mr. Smith.

Classroom teachers will walk their pick up children to the front of the building and stand in the designated area (see diagram) around the drop off/pick up circle. Students must stay with their teacher until their classroom teacher can verify the identification of the person picking them up. When a car enters the drop off/pick up circle, adults will radio car numbers to teachers. Students will be released to enter the vehicle, two additional staff members will monitor students entering the vehicles.

Families can choose to park in the lot, grab their rearview mirror tag and walk to the designated area to pick up their child. If they are picking up multiple children, they will need to walk to the designated classroom area.

### **Designated Adults or Siblings for Pick UP**

If you don't have your tag, you'll be asked for a pictured ID and then verified by the staff member or office staff. Any adult or older sibling must be on the emergency form in the office to be able to pick up students. Classroom teachers will be provided the emergency form/pick up list of designated adults to pick up students .

**Please list all potential people allowed to pick up your child on your emergency form.**

**If your pick up plan changes during the day, please call Gilkey Elementary (269-685-2424) as soon as possible. When you call please give the following information:**

- 1. Name of the adult picking up your child.**
- 2. Your family number.**

**A note will be sent to the classroom prior to dismissal with this information. The note will be with the classroom teacher at pick up. If there isn't a note given, the adult and child will need to come to the office for verification.**

**Please work with us in preparing for a last minute pick up change. If the call is made after 2:45, we can not guarantee that students will be given adequate time for the change in pick up due to high volumes of calls and arrangements.**

### **Frequently Asked Questions**

**I am picking up my Kindergarten child inside, how do I pick up my older child outside?**

Your older child will be waiting for you with their teacher in the designated area.

**What happens if I lose our rearview mirror tag?**

You'll have to provide a picture I.D. or purchase a new tag for \$1.