

****Please note the changes in procedure this year!****

Dear Parent/Guardian:

One of our highest priorities at Lee Road School is the safety of all of our children. In order to ensure that all of the students who are picked up in car line are allowed to leave the school only with a driver who has been approved by the parent, we have established the following procedures.

Beginning the first day of school, children will be dismissed through car line only to a driver who is displaying a tag that has been issued by Lee Road School, for the 2020-21 school year (a new color is used each year). *If there is no tag displayed, the driver will need to proceed to the front office and show identification that indicates they are listed on the child's emergency card.*

Please only fill out 1 sheet per family and include the names of all children the parent authorizes to be picked up. It is the responsibility of the parent/guardian to distribute tags to individuals they authorize to pick up their child(ren). **Please email a scanned copy or a photo of this completed form to amii.liberto@stpsb.org on or before Friday, July 31, 2020.** Tags will be available for pick up in the front office beginning Monday, August 3rd – Friday, August 7th, 2020 from 9am-3pm. ***Cards are only issued to a parent or legal guardian. If someone other than a parent or legal guardian will be picking up for you, please include the name of the authorized person in your email.***

If you plan to use afternoon car line at any time, please fill out and return the form below.

Thanks in advance for your support as we work to keep our children safe!

Parent/Guardian Name: _____

Phone Number: _____

Name(s) of all students who are to be picked up by your or your designee:

Child's Name:

_____	_____
_____	_____
_____	_____
_____	_____

Number of tags required _____

****You will need to give each person who picks your child(ren) up a tag.

Parent/Guardian Signature: _____