

**WINCHESTER POTTERS ELEMENTARY
PARENTAL PICK-UP AUTHORIZATION
2024-2025**

Parents who wish to pick up their children on a **regular** basis at dismissal must complete the permission form below and keep the top portion for you reference.

You may drop it off at the Main Office or Email this form to CRupert@wscschools.org before your child's first day of school.

Procedures:

- Each family will receive **two car tags** with a designated number for their family. We understand the need for multiple drivers to be picking up, so we will be issuing **two car tags per family**.
- ***Your car tag must be displayed on your dashboard.***
- Each child will receive a designated number tag from their child's teacher. They will need to wear this on their backpack so we can safely and efficiently exit them from the building.
Please do not remove these from your child's backpack.
- If there is a change to a pick-up day or who is picking up your child, please send a note in your child's take-home folder that morning.
- During the school day if there is a change in pick up, please notify the Main Office as soon as possible at **716-677-3580 or the above email**. **If you notify the Teacher, please also notify the Office.**
- Student pick-up will begin at **2:50 p.m.** ***Please do not enter the Loop before 2:40 p.m.***

Please have your picture ID ready when a staff member arrives at your vehicle.

Student _____ Teacher _____

Parent _____ Phone # _____

-Additional Authorized Adults-

_____ Phone # _____

_____ Phone # _____

_____ Phone # _____

My child will be picked up every week on:

☐ **Monday**

☐ **Tuesday**

☐ **Wednesday**

☐ **Thursday**

☐ **Friday**

Parent Signature

Date