

Spencer Loomis

End of the Day

Pick-up Procedures

We have used the summer to revisit and rethink several procedures and policies at Spencer Loomis School. One of those procedures is the end of the day pick-up process. Listed below are the specific changes and procedures as they relate to picking up your child at 2:50P.M.

1. Students will wait inside the double doors by the Spencer Loomis office.
2. A staff member will wait with the students.
3. That staff member will have a list of all the students getting picked up that day.
4. Parents should park along the curb closest to the building.
5. Parents may **NOT** park along the outer curb near the grassy island.
6. Students will be released to their parents as they pull along the inside curb.
7. If parents choose to park in the designated parking spots near the playground, they must leave their vehicle and come to the Spencer Loomis office to pick up their child.
8. If a child is getting picked up at the end of the day, a note or phone call must be to the office by 1:00. If a call is made after 1:00 to pick up a child, the parent must come to the office at dismissal time and pick up their child.
9. We may use a numbering system for those parents that pick up their child on a regular basis.
10. Security and safety are essential during the pick-up process. We want to ensure that every child is being picked up by the appropriate adult.

Thank you for your cooperation on this issue!