



## **Important Notice for All Renaissance Families!**

### Parent Pick Up Procedures SY2023- 2024

All parents will be directed to use a parent pick up card with a specific identification number for parent pick up. All new parents will be given 4 parent pickup cards with the same identification number for their family. Returning families will continue to use the cards issued last school year. Anyone authorized on the parent pick up release form to pick up your child at school needs to keep the parent pick up card with them at all times. If a parent or guardian arrives during dismissal without a card they will be required to enter the building through the main entrance and present picture identification that matches the parent pick up release form. There will be limited parking during this time.

All parents are required to follow the steps listed below when picking up their children from Parent Pick Up. **Parent Pick Up is at 2:50pm sharp.**

#### Steps for Parents in vehicles:

1. Parents will be required to use the parent pick up parking entrance.
2. A BRCPS staff member will direct parents to use the outside lane. **Parents are required to remain in their vehicle.**
3. A BRCPS staff member will come to each vehicle to collect the parent pick up identification number. Parents will wait in their car and children will be escorted to vehicles.
4. A BRCPS staff member will direct parents to proceed to the exit using the outside lane.

#### Steps for Parents walking:

1. Parents will be required to use the main entrance.
2. Parents will be required to present the parent pick up card to a staff member located at the parent pick up entrance.
3. Children will be escorted directly to you at the table.
4. A staff member will direct you when to proceed to the exit.

**Prior to the start of school parents must return their parent pick up release form and receive your parent pick-up cards. Please note that all families must complete a parent pick-up release form even if your child will ride the bus home or attend the after school program.**

Thank you to all families for your cooperation with our policies. Please remember to follow BRCPS staff directions during this busy time of day to ensure your child's safety.



## Parent Pick Up Release Form

All Parents/Guardians must complete this form in the event your child/children needs to go to Parent Pick-up. This includes students who regularly take the bus or are enrolled in the After-School program. If an adult does not have a PPU ID card they will be required to go to the main office and present a photo ID. No more than six names will be allowed to be listed on the PPU list at one time.

### PLEASE PRINT CLEARLY

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Each student is allowed to have at least two contacts for the automated call system. Please check box if contact should be listed. **(Only home and cell phone numbers will be listed in the automated call system)**

Parent Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Parent Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Please list the names of the adults that you would like to have authorized to pick up your child(ren).

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*By completing and signing this form I understand and agree to adhere to the BRCPS's Parent Pick-Up policy.*