



July 25, 2019

Dear Parents/Guardians,

The safety and well-being of every child is our highest priority at Duello Elementary. Currently, we have a comprehensive plan in place to ensure the safety and protection of all students, employees, and visitors. In order to maximize safety for our school community, we utilize a parent pick-up registration process for all of our students who will be picked up after school.

Any parent(s)/guardian(s) who pick up their children from school will be required to complete the Parent Pick-Up registration form included with this letter. The registration form will provide us with up-to-date information that will help us ensure each child is safely picked up from Duello Elementary. Families with multiple children will only be required to complete one registration form. *Please fill out the registration form and return it to Duello or your child's teacher as soon as possible.*

Once the completed registration form has been received, two *Parent Pick-Up* tags will be issued to each family. The *Parent Pick-Up* tags will assist school personnel in identifying adults permitted to pick up your child(ren). The tags will initially be distributed to parents/guardians during afternoon pick-up. ***We ask that you display the Parent Pick-Up tag in the front window or on the visor of your vehicle during each afternoon pick-up time.*** If a Parent Pick-Up tag is not displayed, school officials will be instructed to confirm the identification of the parent/guardian. If you have special permission to pick-up other students, please display their family *Parent Pick-Up* tag in the window or visor of your vehicle along with your family's tag. All other current "parent pick-up" procedures will remain in place.

Requests to replace lost or damaged tags must be submitted in writing and sent to the Duello Elementary office.

We hope that this additional safeguard will continue to keep our students safe during afternoon pick-up. Your cooperation is appreciated. For any questions or concerns regarding our current parent pick-up procedures, feel free to contact the office at Duello Elementary School 636-327-6050 ext. 0.

Respectfully,

Danielle Todd, Principal

Alicia Hooton, Assistant Principal

Peter Johnson, Assistant Principal

Duello Elementary

Parent Pick-Up Registration Form

Please complete and return to the Duello office (email or drop off) or to your child's teacher as soon as possible. Please print clearly. Thank you.

Parent/Guardian Information

Parent/Guardian's Name _____

Home Phone # _____

Alternate Phone # _____

Student Information:

Name (1) _____ Grade _____

Teacher _____

Name (2) _____ Grade _____

Teacher _____

Name (3) _____ Grade _____

Teacher _____

Other adults allowed to pick up child(ren):

Name: _____

Relationship: _____ Phone # _____

Name: _____

Relationship: _____ Phone # _____

Name: _____

Relationship: _____ Phone # _____

Name: _____

Relationship: _____ Phone # _____

PLEASE READ PARENT LETTER ON THE BACK OF THIS FORM