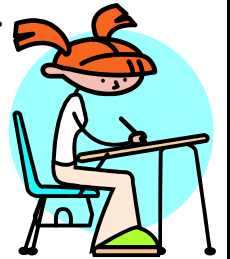


## Vestaburg Elementary School Student Pick-up Policy

The administration and staff of Vestaburg Elementary School is committed to providing all of our students with a safe and learning-friendly environment. As a part of that commitment, we work to provide the best possible use of education time, while also establishing procedures that support our students and parents.

**Our school day for the 2009-10 school year is 7:55 a.m. to 3:00 p.m. That means we expect students to be at school no earlier than 7:35 a.m., in their seats and ready to learn at 7:55 a.m., and that they will not leave the school before 3:00 p.m. If students establish a pattern of arriving late for class, or leaving early, we are required by law to complete the appropriate truancy procedures.**



If your child needs to be picked up from school, please observe the following guidelines:

- **We must receive a signed note at the beginning of the day. (except for students who are picked up on a regular basis). *No phone calls will be accepted for student pickup instructions.* Your child's after school plan needs to be established before coming to school.**
- **Students must be signed out at their classrooms.\* If you come at the end of the day, please wait until the classroom door is opened and students are released.**

**\*Kindergarten students may be checked out with their teachers at the playground fence as they are going to the buses.**

Because our bus drivers do not know each student's personal circumstances, **we will not be releasing students to anyone once they board a bus.** If you arrive too late to make contact with your child's teacher you will need to go to the office for assistance



Remember, by keeping interruptions to the classrooms to a minimum, your child, and his or her classmates, can achieve more. And by checking students out, our staff can be sure only designated adults are picking up students.