

# Parent Instruction Sheet

These are the Policies and Procedures for parents/guardians as you arrive at school after a major emergency. In advance, we ask your patience and cooperation in dealing with this system. We **MUST** be able to maintain some order at a chaotic time, and we must have time to account for students. No parents/guardians will be allowed in the Student Care Area (soccer field) for any reason. We will be following these procedures:

1. **Request Gate** - You will fill out the top portion of the Student Release Form; one per student. We will verify that you have authorization to pick up a student. We may ask to see a picture ID. We will send a runner to get the student(s) requested. The Request Gate is located near the circle area near the main parking lot.

2. **Release Gate** - We will check your ID and have you sign the Student Release Form before you leave. The Release Gate is located between the undercover play area and the church parking lot.

**REMEMBER:** Your children have been trained on what to do in an emergency. Your children have also been trained in the proper procedure for exiting their classrooms and the location of the student care area (soccer field).

**NOTE:** Teachers have been trained additionally on their duties and responsibilities in exiting the classroom and their responsibilities upon arrival at the Student Care Area. They will immediately begin roll call in order to account for students and report their findings so that you can be notified while at the Student Release Gate of their well being. So please be patient, form lines and follow instructions. If your children see that you are calm then they will stay calm too. Thank you for your cooperation.