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Dear Parents/Guardians,

As we embark on the 2024-2025 school year, the following letter is to inform you of the parent “Permanent Pick-up” procedures. Please be aware that ALL students who will be picked up daily are REQUIRED to have an assigned tag to help dismissal run safely and efficiently. Please note that the school crossing guard’s role is to ensure walkers cross the main road safely. Traffic control is not part of her responsibility. Creekside staff will be working in the parking lot and around the loop. Please be courteous to other drivers and staff.

Parents/guardians must re-apply for a “Permanent Pickup” tag each year. Families will receive two parent car tags and a student tag per child. The car tags and book bag tags will have matching identification numbers to ensure your child’s safety.

- Only a parent or guardian may submit an application and an ID must be provided to school staff for verification.
- Student tags must be secured to the bookbag and car tags must be displayed in the car **daily**.
- If the car tag is not available, you must park in the side lot (by playground) and come to the front of the building to sign your child out. Parents must be prepared to show their ID.
- While loading, parents should remain in their vehicles and students should enter on the passenger side.
- Please eliminate gaps in the line whenever possible.
- Please do not drive around other vehicles in the line.
- **Students will NOT be allowed to switch back and forth between the bus and permanent pick up.**
- By signing the “Permanent Pick-up application, you are giving permission for your child to be picked up by **anyone with the car tag matching your child’s book bag tag**.

Thank you in advance for your support. As always, if you have any questions or concerns feel free to contact us at 757-923-4251.

Sincerely,

Jill S. Paraska

Jill S. Paraska
Principal



2024-2025 - Creekside Elementary “Permanent Pick-up” Application

By signing and completing this everyday pick-up application, you are agreeing to the terms of the “permanent pick-up” procedures. **These terms state that your child does not need to be signed out as long as the person picking him/her up has a school issued car tag matching the child’s assigned book bag tag.**

All information must be completely filled out in order for application to be complete. (Please PRINT)

Parent/Guardian Contact Information:

Parent/Guardian’s Name: _____

Phone Number(s): _____

Have you previously had a car tag number at CES? ____ yes ____ no

If yes, what was your car tag number? _____

Student Information

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

Students will be dismissed directly from the building to the vehicles using a number tag system. When you arrive, please stay in your car and when you reach the loop your child will be dismissed to your car.

Please be sure to have your car tag on display in your vehicle.

By signing below, the Parent/Guardian acknowledges and agrees to the terms and conditions of this application.

Print Name _____

Parent Signature _____ Date _____

Office Use Only: Placard Number _____ Issued Date: _____