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Dear Parents/Guardians,

As we prepare for the 2025–2026 school year, we want to share important information regarding our **“Everyday Pick-Up”** procedures. These procedures are designed to ensure that dismissal runs safely and efficiently each day.

If your child will be picked up daily instead of riding a bus/van or walking, please review the following expectations carefully:

- **“Everyday Pick-Up” Tags are Required:**

Each student must have a designated pick-up tag. Families will receive two car tags and one student bookbag tag per child. All tags will display matching identification numbers to ensure student safety.

- **Annual Application Required:**

Parents/guardians must reapply for new Everyday Pick-Up tags annually. Only a parent or legal guardian may complete the application, and a **photo ID is required** for verification by school staff.

- **Tag Use and Display:**

- Student tags must be securely attached to the child’s bookbag.
- Car tags must be displayed clearly in the vehicle each day.
- If you do not have the car tag, you must park in the side lot (near the playground) and proceed to the front of the building with your ID to sign your child out.

- **Dismissal Line Expectations:**

- Please remain in your vehicle during pick-up.
- Students should enter the vehicle on the passenger side.
- Help us keep the line moving by eliminating unnecessary gaps.
- Do not pass other vehicles in the line, unless directed by staff.

- **Important Reminders:**

- Students cannot switch back and forth between bus transportation and Everyday Pick-Up.
- By signing the Everyday Pick-Up application, you are authorizing your child to be released to any individual with a car tag that matches your child’s tag.

We appreciate your cooperation in helping us maintain a safe and organized dismissal process. If you have any questions, please contact the school office.

Please note that the school crossing guard's role is to ensure students cross the main road safely. Traffic control is not part of her responsibility. We kindly request that all cars exit the school by turning right to maintain a smooth traffic flow. *Per the Suffolk Police Department, U-turns are only legal at intersections where there is no sign prohibiting the turn, and it can be safely completed by yielding to oncoming traffic and obeying all other traffic signals.* Creekside staff will be working in the parking lot and around the loop. Please be courteous to other drivers and staff.

Sincerely,

*Jill S. Paraska*

Jill S. Paraska  
Principal



# 2025-2026 - Creekside Elementary “Everyday Pick-up” Application

## Everyday Pick-Up Agreement

By signing and completing the *Everyday Pick-Up Application*, you acknowledge and agree to follow the procedures outlined by the school.

These procedures state that:

- Your child **does not need to be signed out in the front office** during dismissal.
- As long as the individual picking up your child displays a **school-issued car tag** that **matches the child’s assigned bookbag tag**, the child will be released without additional verification.

*All information must be provided for the 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? \_\_\_\_\_  
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## Student Information

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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**By signing below, the parent/guardian acknowledges and agrees to the terms and conditions of this application.**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Office Use Only: Placard Number _____ Issued Date: _____
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