

IMPORTANT CHANGE



PARENT PICK UP PROCESS

Dear Parents and Guardians,

Starting **Tuesday, January 7, 2025**, we are updating our afternoon pick-up process to improve safety and efficiency. Key changes include:

- **Students Stay Behind the Gate:** Students will remain behind the gate until their car arrives for added safety.
- **Car Tags:** Each family will receive 2 grade-level color-coded car tags with student names. Tags must be displayed during pick-up.
- **No Parking/Walking for Pick-Up:** Parents must stay in their vehicles and use the pick-up line.
- **Dismissal Procedure:** Staff will escort students to cars in a single-lane pick-up line. If a student isn't ready, pull forward to the waiting area.
- **End-of-Day Changes:** No transportation changes after 2:45 PM.

Thank you for your support as we transition to this improved process!

Please see back side for more details.



Contact KLS
305.453.1255



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<https://www.keysschools.com/kls>



Dear Parents and Guardians,

We are implementing updates to the afternoon pick-up process, effective **Tuesday, January 7, 2025**, to improve safety and efficiency. These changes are designed to ensure a smoother, safer dismissal for all students. Here's what you need to know:

- **Students Will Stay Behind the Gate**

- To enhance safety, students will remain behind the gate until their car arrives. This ensures students are supervised at all times and helps reduce congestion in the pick-up area.

- **Car Tags for Identification**

- Each family will receive 2 color-coded car tags displaying your child(ren)'s name(s). Tags will be grouped by grade levels, and multi-grade families can request combined tags. Please hang the tag on your rearview mirror during pick-up and remove it when leaving school. Replacement tags can be purchased for \$5 each.
- If you do not have your tag or are not on the approved list, you will need to wait until after 3:45 PM to pick up your child. At that time, you must park your vehicle and go to the front office to complete the process.

- **No Parking and Walking for Pick-Up**

- For safety and traffic flow, parents will no longer be allowed to park in the lot and walk to pick up their child. All parents must remain in their cars and follow the designated pick-up line.

- **Dismissal Procedure**

- Pick-up will operate using a single lane. Staff will call for students as your vehicle nears the designated area, and then the student will be escorted directly to their vehicles. As soon as you pick up your student, you may pull out into the left lane to exit promptly.
- If your child is not ready when you arrive and their name is called, please pull forward to the designated waiting area to allow others to proceed.

- **End-of-Day Changes**

- Transportation changes will **NOT** be allowed after 2:45 PM. This ensures all students are accounted for and dismissed appropriately.

We understand these updates may take time to adjust to and appreciate your patience as we implement them. These changes aim to create a safer, more organized process for everyone.

Thank you for your support as we work to make the pick-up process as smooth as possible. If you have any questions, please contact the school office at 305-453-1255.



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