

Albany Elementary Authorization to Leave School/Car Pick-Up

Student's Full Legal Name: _____

Teacher: _____

Please put an **x** by the space that best describes your child's mode of transportation.

_____ My child will always be picked up from school by someone on this list daily.

_____ My child will always be a bus rider.

_____ Sometimes, my child will do both.

You may list up to six additional responsible individuals on this form. The car tag will have a unique number associated to each authorized person (AP) in the form of a QR Code. Therefore, there will be no sharing of car tag. Parents or authorized persons must have the QR Code/Tag present each time the child is picked up. The primary and secondary parent/guardian car tag is free. To help with cost, all others will be \$5.00 for each authorized person. This tag should last for the entire time in which your child is enrolled at AES.

Primary Parent or Guardian (Please print)

Best Phone Number to be reached

Secondary Parent/Guardian (Please print)

Best Phone Number to be reached

Parent/Guardian email address:

In the future, this will be used to send an immediate notification to you when your child is picked up at AES and by one of the AP's listed below.

Name of Authorized Person as it appears on Driver's License

Cell Number

Name of Authorized Person as it appears on Driver's License

Cell Number

Name of Authorized Person as it appears on Driver's License

Cell Number

Name of Authorized Person as it appears on Driver's License

Cell Number

Please read carefully! By signing this legal document, you are authorizing the named individuals listed above the right to pick up your child(ren) from AES school or field trips at any time during the entire time your child is enrolled at AES. It will be the legal parent's responsibility to clearly communicate to the authorized persons regarding transportation on particular dates and times. Also, please keep the phone numbers updated. Thanks so much!

Legal Parent/Guardian Signature

Total amount paid to AES: _____

Date

**Albany Elementary School
819 Third Street
Albany, KY 42602**

May 20, 2019

Re: Safer Car Rider Protocol/Parent Pickup Process

Dear Parents,

In an effort to provide the additional safety for the students at AES during pick-ups after 3:10 p.m., a safer protocol has been established. Here is how the proven system works: When you arrive after 3:10 p.m. at the back parking lot of the school, you will proceed on the pickup lane farthest from the school. Once a driver has entered the lane, he/she is not to get out of their vehicle. If he/she does, this will be viewed as a threat and a lockdown may occur immediately. As you approach the security booth, a staff member will scan **your unique QR Code printed on the AES Hanging Tag or image from your smart phone**. This will signal other staff members to line the children up in order in which he/she was scanned. Only authorized individuals will be permitted to proceed onward. Once you have driven to the loading zone at the back of the gym, AES staff members may scan the QR Code again to check for accuracy when students are placed into the vehicle on the passenger side. This protocol was designed so that children will not walk across in front of vehicles. Safe school expert Michael Dorn states that more deaths occur in parking lots and moving vehicles than all other incidents in schools. Once the child is safely loaded, the driver will be permitted to drive slowly exiting the school campus. Should anyone attempt to violate rules or drive irresponsibly, this pick up process will be removed. The cost for car tag replacements will be \$5.00. If you do not wish to follow this protocol, your child will need to ride the bus to your home or other location you have indicated on the enrollment form. Using this technology in the pickup process will allow for a much speedier and safer process than before and most importantly, accurate authorization and documentation. Thanks for supporting our school and all the added efforts in keeping them as safe as we can make it.

Sincerely,

Tim H. Armstrong
Principal

Yes, I wish to order _____ extra tags to give to other authorized individuals that I trust to pick up my child(ren). Extra tags are \$5.00 each.

Amount paid: _____