

West Sylvan
Parent Pick-Up Procedures for:
“Snow Events during School Hours”

BEFORE LEAVING YOUR HOME

Check for any updates from the school.

Please complete the Online Pick-up Form found on the main page of the West Sylvan website, (or below) under the Snow Procedures tab. This step will help expedite finding your student and having them ready as you travel here and mitigate un-necessary phone calls through our main office.

<https://www.pps.net/westsylvan>

[Snow Day Online Pick-Up Form](#)

If you are picking up children from a different family than your own:

*Our office will need to have that information logged into their Emergency Contacts for release **OR** We will need to verify permission to release, by phone or other means, which may take more time.*

ARRIVING TO SCHOOL

1. To ease congestion, please use one of our designated parking spots as you pick up your child. We will try to have a staff member to support traffic.
2. Enter at the front door and check-in, in the hall outside the main office.
3. **If you completed the online release form we will direct you to wait in the Cafeteria.**

OR

Complete the paper release form for our ‘runners’.

4. Wait in the Cafeteria as we connect you and your child, or other students who you are taking.
5. Check-out with a Staff member from the cafeteria.

PLEASE REMEMBER TO HAVE A VALID PHOTO ID AS YOU CHECK OUT.

Parent & Student communication via TEXTING.

To ease student anxiety, please feel free to text your child during an early release. **For safety purposes**, we ask that students are not encouraged to leave class without permission from the teacher or approved staff member, and that all students leave the building through our check-out system, out of the cafeteria.