



# CENTRAL COLUMBIA

4777 OLD BERWICK ROAD  
BLOOMSBURG, PENNSYLVANIA 17815-3515

District Administration Office  
570-784-2850 Ext. 4000  
Fax 570-387-0192

High School & Athletic Office  
570-784-2850 Ext. 3000  
HS Fax 570-784-3570

Middle School Office  
570-784-2850 Ext. 2000  
Fax 570-784-4935

Elementary School Office  
570-784-2850 Ext. 1000  
Fax 570-784-2582

Dear Parents,

Students who are picked up every day will need to have a parent complete the attached **Permanent Pick-Up Form** and return it to your child's teacher on the first day of school. A compiled list of those student names will be given to all teachers. If for any reason, a **Permanent Pick-Up** changes for the day, please send a note to your child's teacher or call the elementary school office by 2:00pm and your child will be notified as to how (s)he will be going home. **A NEW FORM MUST BE COMPLETED AT THE START OF EVERY SCHOOL YEAR.**

**In the event of an early dismissal, we will continue to send your child to the café to be picked up. You must call us if you want your child to be sent home on the school bus.**

For those students who are picked up occasionally, please send a note to your child's teacher that day or call the elementary school office at 784-2850 Ext. 1000 by 2:00pm to notify us of your intentions to pick up your child. Classrooms will be notified in written form of all children being picked up on that day. It is understood that except for an emergency, your child will know before they leave for school in the morning that you will be sending a note or calling to pick them up after school. **All children, for whom we did not receive a pick-up note or phone call by 2:00pm, will be placed on the buses.**

All student pickups will occur at 3:35pm. Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students will be dismissed from the cafeteria. Third and Fourth grade students will be dismissed from the gymnasium.

Each day, all children who are being picked-up will be sent to the cafeteria/gymnasium at the end of announcements or about 3:30pm. Parents picking up children should **park in a designated parking space in the east parking lot** and enter the cafeteria using the cafeteria entrance and gymnasium using those entry doors. **Please do not park along the driveway in unmarked areas.** Parents may enter the cafeteria at 3:35pm. **A photo id will be required for anyone picking up a student.**

It is unlawful for a bus driver to allow anyone to take a child off a school bus. Please do not ask them to do so under any circumstance.

If there are questions, please contact the elementary office. The safety of all children is our primary concern.

Sincerely,

Emily A. Brockmann, Principal

Brenda J. Humphrey, Assistant Principal

Revised 6-16-22

# Permanent Pick-up Form for Students at School

During this school year, my child will be a Permanent Pick-up from Central Columbia Elementary School. I will meet my child in the cafeteria (K,1,&2) gymnasium (3 & 4) at approximately 3:35pm. If this should change for any reason, I will notify the elementary school office by 2:00pm on that day so my child may be notified how they will be going home. Any students not picked up by 3:45pm will be taken to the office. **THIS FORM DOES NOT CARRY OVER FROM ONE YEAR TO THE NEXT.**

If you wish to stop picking your child up after completing this form, we will require written notice which includes end date, child's name, and your signature.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My child will be picked up: (Circle all that apply)

Mon.      Tues.      Wed.      Thurs.      Fri.      Everyday

Person(s) who may pick up my child:

<u>Name</u>	<u>Relationship</u>	<u>Name</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*\*PLEASE CONTACT THE SCHOOL OFFICE (570-784-2850 Ext. 1000) TO ADD OR REMOVE ANY NAMES.**