

# Kilby Shores Elementary School

111 Kilby Shores Drive • Suffolk, Virginia 23434

*Lorri A. Banks*  
Principal



*Jill Paraska*  
Assistant Principal

Dear Parents/Guardians:

The purpose of this letter is to inform you of the “everyday pick-up” procedures. Please be aware that ALL students who are NOT everyday bus riders are REQUIRED to have a placard to help dismissal run more efficiently. This includes car riders who are picked up in the front loop, as well as students who are signed out at the anchor.

This process requires parents to apply for an “everyday pick-up” placard. Families will receive two parent placards and one student book bag tag. The placards and book bag tag will have matching identification numbers for each family to ensure your child’s safety.

Pick up for placards will be **August 16th, 23rd, and 30th from 3:00pm and 6:00pm** Only a parent or guardian may complete the application and pick up the placards. Picture ID is required.

The guidelines to participate in everyday pick-up are listed below:

- School issued placards must be visible daily for everyday student pick-up at the front of the building.
- If the placard is not available, you must park in the side lot (by learning cottages) and come to the front of the building to sign your child out. Parents must be prepared to show their identification.
- **Students will NOT be allowed to switch back and forth between the bus and everyday pick-up.**
- By signing and completing the everyday pick-up application, you are acknowledging that your child does not need to be signed out as long as the person picking him/her up has the school issued placard matching the child’s assigned number.

Thank you in advance for your support. As always, if you have any questions or concerns please feel free to contact us at 757-923-6214 or via email at [lorribanks@spsk12.net](mailto:lorribanks@spsk12.net) or [jillparaska@spsk12.net](mailto:jillparaska@spsk12.net).

Sincerely,  
*Mrs. Lorri Banks*  
Lorri Banks  
Principal

*Mrs. Jill Paraska*  
Jill Paraska  
Assistant Principal

**By signing and completing this everyday pick-up application, you are agreeing to the terms of the “everyday pick-up” service. These terms state that your child does not need to be signed out as long as the person picking him/her up has a school issued placard matching the child’s assigned number.**

***All information must be completely filled out in order for application to be complete.  
(Please PRINT)***

**Parent/Guardian Contact Information:**

Parent/Guardian’s Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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**Student Information**

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

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

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** \_\_\_\_\_

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

Office Use Only: Placard Number \_\_\_\_\_ Issued Date: \_\_\_\_\_