

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 changes to the “everyday pick-up” procedures, as we transition to hybrid learning and make plans to follow safety guidelines. This new process requires parents to apply for an “everyday pick-up” placard. Families will receive two rear view mirror placards and one student bookbag tag. The placards and bookbag tag will have matching identification numbers for each family. Only one application will be accepted from each family with all student names listed.

Pick up for placards will be **March 11th and 12th from 9:00am-6:00pm**. 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 daily.
- **Students will NOT be allowed to switch back and forth between the bus and everyday pick-up.**
- Parents may **ONLY** carpool with one other family and the students from both families must be included on the application.
- 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 or jillparaska@spsk12.net.

Sincerely,
Mrs. Lorri Banks
Lorri Banks
Principal

Mrs. Jill Paraska
Jill Paraska
Assistant Principal