



Tim Joines
Principal

Richlands Primary School

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Susan Agrue
Assistant Principal

Dear Parents/Guardians,

We are pleased to inform you that starting on Monday, September 29th we will begin to use a car rider tag system for any student being picked up in the cafeteria at dismissal time. From this point forward any person picking up a student from the cafeteria at dismissal time will need to present a “Car Cub” tag to the teacher assistant in charge of that student. Every student will be issued a set of three “Car Cub” tags. The parent/guardian may give the “Car Cub” tags to whomever they wish to have pick up their student(s) from the cafeteria. If the person picking up a student does not have the “Car Cub” tag then they will have to report to the front office and wait for verification to be made as to whether or not they are allowed to pick up that child. Lastly, we will be assigning your child’s class to a designated table in the cafeteria. We ask that you identify which table has been assigned to your child’s class and take a seat at that table while waiting for your child to arrive for dismissal in the cafeteria. The table assignments will not change once assigned, which should make the dismissal process go somewhat faster. To summarize the new program we have outlined the new process for you below. Remember that every change or precaution we take is to ensure the safety of your child, which is our number one priority!! We appreciate your understanding and cooperation as we make these changes!

- You will need a “Car Cub” tag to pick up a student from the cafeteria at dismissal time.
- Every student will receive 3 “Car Cub” tags (**Replacement fees may apply**).
- Classes will be assigned to a designated table in the cafeteria- parents, or those picking students up should sit at the appropriate table. If you have more than one child you may choose which table you would like to sit and wait.
- No student will be allowed to be picked up if the parent, guardian, or designated person does not present a “Car Cub” tag to the teacher assistant. You will have to proceed to the front office and wait for our staff to verify that you are eligible to pick up the student(s).

Educationally yours,

Tim Joines, Principal

Susan Agrue, Assistant Principal