



After School Pick Up Procedure for Car Line

Evergreen Campus 2019-2020

1. Each new family will receive 2 car window ID signs. Signs for pre-school families will be bright pink. Signs for all other families will be green. The sign will include the Evergreen logo and the last name of your family. Please keep one sign and distribute the other sign to those designated to pick up your children. If you are a returning family and need new signs or if you need more signs, please contact Carrie Doezema (cdoezema@grcs.org).
2. The car sign must be displayed in the front, right corner of your car window. It also works well to attach the sign to your front passenger visor and just flip the visor down as you enter the car line.
3. The Evergreen parking lot at 1630 Griggs St. is set up for one way traffic from west to east. Cars entering the parking lot should pull directly into the pick up lane. Families with green signs should proceed as far as possible to the east end of the pick up line to wait for their students. Pre-school families with pink signs should pull as far forward as possible but stop by the staff member at the front entrance of the school to wait for their preschool student there.
4. Staff members will walk students out to the pick up line at the end of the school day.
5. Staff members on duty will call out the last name shown on the displayed car sign and then direct your child(ren) to get in the car.
6. Pre-school students will remain in the front vestibule of the school until their last names are called. Pre-school students will be escorted to cars.
7. As soon as cars finish picking up their child(ren) they may carefully pull out of the pick up line and exit the parking lot. Staff will then wave the next cars forward and continue to call out names.
8. Please do not park your car in the car line. Drivers must remain in their vehicles while in the car line.
9. For the safety of all, please remember that it is not wise to cross a road or parking lot through traffic or between cars.
10. If a child has not been picked up from school by 3:20 p.m. the staff members on duty will take that child to our after school KidsCare. Parents will be responsible to pay any applicable KidsCare fees that are incurred. If an emergency delays you, please call the school office at 574-5900. If the weather is bad, we understand that the pick up process will most likely take longer.

If you have any questions or comments please contact Principal Ann Bakker by phone (616-574-5902) or by email (abakker@grcs.org). Thank-you for your cooperation as we work together to maintain the safety of our students and our families.