

Bethel Elementary School  
2991 Hickory Fork Road  
Gloucester, VA 23061  
Phone: 804-693-2360 Fax: 804-693-0403

Dear Parents;

December 14, 2009

Bethel Elementary will begin to implement a student pick up loop at the end of each school day on January 11, 2010. This pick up loop will enable parents who pick up their child on a regular basis to line up in their cars outside of the front doors nearest to the gym. A school employee will bring each child to their car. Parents will no longer need to park and enter the building to sign their child out of school. This end of the day pick up loop is only for our regularly scheduled student pick ups. It is **not** meant to accommodate those students that are occasionally picked up by parents.

In order to utilize the student pick up loop, parents must complete the attached application. We require parents' names, phone numbers, vehicle identification and license plate numbers. We will also need to take a picture of your child with you and anyone else who will be given permission to pick up your child. Each family will be assigned a number and given a card with this number on it to display in the passenger side front dashboard.

Please take a minute to look over the diagram of the parent loop line up so you will have a good understanding of how to enter the loop. When participating in the parent pick up loop, please do not get out of your car. If you need to enter the building for any reason, we ask that you park in the parking lot and go to the office to sign your child out for the day. If someone other than the assigned person picks up your child, he/she will need to park in the parking lot and sign out your child in the office.

We hope you will find this new procedure to be an efficient and safe way to pick up your children at the end of the school day.

