



UNIVERSITY  
ELEMENTARY SCHOOL

Dear Parents,

This very important letter is to inform you of the possible outcomes for parents whose children are picked up late after school at University Elementary. Our carpool line begins at 7:20 A.M. and ends at 3:30 P.M.

Our teachers and staff have many obligations after school hours. Please respect teachers' and administrators' time by ensuring that your child/ren are picked up by 3:30 P.M. We do understand that in the first few weeks of school the line can be slow and heavy. This does improve and you will not be penalized if you are still in the line at 3:30 P.M. due to slow traffic. This letter is mainly to address parents habitually arriving after the line is finished and the front doors are closed and locked. **FOR STUDENT PICK UPS AT 3:45 P.M. OR LATER, THE FOLLOWING ACTION STEPS WILL BE INITIATED:**

**\*Beginning September 4, we will begin to track students who are picked up after 3:45 P.M.**

**First Violation:** You will be responsible for coming to the office to receive your child and to sign the late pick up book. At this time you will receive a verbal warning from Administration or other University staff.

**Second Violation:** You will receive your child in the office, sign the late pick up book (2nd signature), and receive a letter.

**Third Violation:** You will receive your child in the office, sign the late pick up book (3rd signature), receive a letter, and a call to the truancy office will be made to report this habit of tardy pick-ups.

**After the third violation:** A report may be made to The Department of Children and Family Services.

**Any further violations:** Shreveport Police will be notified.

We do understand that unforeseen circumstances sometimes occur. **If you are running late please call the office and let us know what arrangements have been made for your child to be picked up.** We do want to assist as much as possible, but we have had too many incidences of children being picked up as late as after 4:00 P.M. This is not acceptable and it infringes on faculty time.

Your understanding, cooperation, and effort are greatly appreciated.

Respectfully,

Kasie Mainiero

Principal