



CENTRAL COLUMBIA

4777 OLD BERWICK ROAD
BLOOMSBURG, PENNSYLVANIA 17815-3515

District Administration Office
570-784-2850 Ext. 4000
Fax 570-387-0192

High School & Athletic Office
570-784-2850 Ext. 3000
HS Fax 570-784-3570

Middle School Office
570-784-2850 Ext. 2000
Fax 570-784-4935

Elementary School Office
570-784-2850 Ext. 1000
Fax 570-784-2582

Dear Parents,

Students who are picked up every day will need to have a parent complete the attached **Permanent Pick-Up Form** and return it to your child's teacher on the first day of school. A compiled list of those student names will be given to all teachers. If for any reason, a **Permanent Pick-Up** changes for the day, please send a note to your child's teacher or call the elementary school office by 2:00 pm and your child will be notified as to how (s)he will be going home.

For those students who are picked up occasionally, please send a note to your child's teacher that day or call the elementary school office at 784-2850 Ext. 1000 by 2:00 pm to notify us of your intentions to pick up your child. Classrooms will be notified in written form of all children being picked up on that day. It is understood that except for an emergency, your child will know before they leave for school in the morning, that you will be sending a note or calling to pick them up after school. **All children, for whom we did not receive a pick-up note or phone call by 2:00 pm, will be placed on the buses.**

Parents picking up Kindergarten, 1st and 2nd grade students ONLY shall arrive for the **3:25 PM** dismissal time. This is to reduce crowding in the cafeteria pick-up location.

Parents picking up 3rd and 4th grade students, or a combination that includes those students and students in the younger classes, shall arrive for the **3:35 PM** dismissal time.

Parents picking up children should **park in a designated parking space in the east parking lot** and enter the cafeteria using the cafeteria entrance. Please do not park along the driveway in unmarked areas. Masks must be worn by all parents on school grounds. **A photo id will be required for anyone picking up a student.**

It is unlawful for a bus driver to allow anyone to take a child off a school bus. Please do not ask them to do so under any circumstance.

If there are questions, please contact the elementary office. The safety of all children is our primary concern.

Sincerely,

Emily A. Brockmann, Principal

Brenda J. Fetterolf, Assistant Principal