



DODDRIDGE COUNTY ELEMENTARY SCHOOL

182 Doddridge County School Road

West Union, WV 26456

Mr. Chad Ash, Principal

Telephone (304) 873-3294

Fax (304) 873-3297

Dear DCES Parent/Guardian:

We are again offering the service to those DCES parents/guardians who pick up students at the end of each day. Students who will be picked up by a parent/guardian, will be called to the main hallway where a DCES staff member will escort them around the loop to the visitor parking lot where parents may then exit their vehicles and retrieve their child/children. Only those parents/guardians who pick up their child on a routine basis, who arrive each day on time, and who have signed this letter of agreement and permission are eligible for this service. This permission will be good for the entire school year unless a parent/guardian calls to make other arrangements.

This procedure is only for the end of the day dismissal. If you need to pick up your student early for an appointment, emergency, etc., the parent would be required to come to the safe schools entrance and sign out their student(s).

We hope that this will make it easier for parents who regularly pick up students at the end of the day. Please call (304-873-3294) or come to the DCES office if you have any questions.

Chad Ash, Principal

____ I promise to pick my child up every day at 2:45.

Students name: _____

Parent/Guardian Signature _____ Date: _____

By signing this letter, I am giving permission to Doddridge County Elementary School to walk my student to me at the end of each school day.