Dear Taft-Galloway Families,

As we settle into the new school year, we want to address a critical matter regarding student safety and operational efficiency: **timely student pickup at the end of the school day.**

School Schedule & Pickup Expectations

- **School Hours:** 9:10 AM – 4:00 PM
- **Dismissal Time:** 4:00 PM
- **Student Pickup Window:** Students must be picked up promptly at 4:00 PM.

Why On-Time Pickup Matters

During the last school year, late pickups occurred far too frequently. Unfortunately, we are already seeing this pattern return in the opening days of this school year. We are writing to firmly ask for your immediate cooperation to resolve this issue.

- **No After-School Babysitting Staff:** Taft-Galloway Elementary does not have personnel, supervision capacity, or resources to watch children after dismissal.
- **Staff Contractual Obligations:** Our teachers and support staff are not contractually obligated—nor are they paid—to remain past their normal workday to supervise students who are not picked up on time. Retaining staff past their duty hours to oversee late pickups is unfair to our dedicated personnel who have professional duties, meetings, and personal family commitments immediately following dismissal.

We plead with every family to take this responsibility seriously and ensure a reliable plan is in place each day for your child.

Late Pickup Protocols

To ensure the safety of all students and respect staff schedules, the following protocol will be enforced for students remaining after 4:00 PM:

1. **Immediate Contact:** Office staff will call primary and emergency contacts on file starting at 4:05 PM.
2. **Administrative Record:** Late pickups are documented in the main office. Repeated instances will require a mandatory administrative conference to establish an actionable dismissal plan.

3. **Escalation for Safety:** If a child remains uncollected and staff are unable to reach any documented contacts after a reasonable timeframe, local authorities or public safety officials may be contacted to ensure student welfare.

After-School Care Option: Champions

If your daily schedule prevents you from picking up your child promptly at 4:00 PM, you must enroll them in an approved after-school care program. Taft-Galloway hosts the **Champions** after-school program on site. (734) 516-6038 or ch003998@discoverchampions.com

Please note the following regarding Champions:

- Participation requires advance enrollment and formal acceptance into the program.
- Tuition/fees are required for participation; it is a tuition-based program separate from regular district operations.
- Children cannot attend Champions on a drop-in basis without prior registration and approval.

For enrollment details and pricing, please contact the main office or visit the Champions program portal.

Moving Forward

Ensuring our students are safe and picked up on time requires a true partnership between our school and our families. Please review your daily dismissal plans, arrange back-up transportation options, and ensure your child is picked up promptly at 4:00 PM every day.

Thank you for your prompt attention, understanding, and support of our school staff.

Brandon C. Cox

Principal