

**West Elementary School**  
1513 State St.  
Alton, IL. 62002  
463-2134  
Dr. Brian Saenz, Principal  
Mrs. Jordan Brannon, Assistant Principal



Dear Parents and Guardians,

This letter is to inform you that the **procedure for picking up students at West Elementary** has changed. When the school day has ended, parents will not come into the building to sign students out. Instead, each family is receiving a hang tag to be placed on the rearview mirror of your vehicle. The number on the hang tag will let us know who you are picking up, and your student(s) will be sent out to you. The number one reason for this change is to help us ensure the safety of our students by limiting the number of people entering our building at the end of the day. Hopefully, this system will be more convenient for all involved. As with any change, there will be “kinks” to work out, so please be patient with us.

- Families receive 2 hang tags. Anyone picking up your child **MUST** have one of your hangtags **AND** be on your child’s emergency contact list.
- Replacement hang tags may be purchased in the office for \$5.
- If picking up a student without a hang tag, you **MUST** park your car along State Street and come into the **main office** to sign out your child. You must be buzzed in through the front door.
- The upper parking lot behind the building will be used for cars to circle around and pick up students. This will **NOT** be a place to park.
- If you walk to West and pick up your child, let the office know that your child is a “walker.” All “walkers” can meet you on the sidewalk directly across from our marquee, or on the sidewalk near the football field.
- If you are at West for a meeting, or to sign your child out, you must be buzzed in through the front doors and remain in the office. A staff member will walk you to your meeting or have your child meet you in the office.

Again, we want to reiterate that these changes are for the safety of our students and staff. We do not want to discourage anyone from coming to West. If you are looking to volunteer any time to our school, please join our Parent/Teacher Group. Our PTG will keep you informed of any and all opportunities to help at West. As always, please feel free to call us with any questions.