

ELM GROVE LUTHERAN REUNIFICATION PROCESS

**YOUR SCHOOL'S REUNIFICATION SITE:
PILGRIM PARK MIDDLE SCHOOL
1500 PILGRIM PARKWAY
ELM GROVE, WI 53122**

Student/Parent/Guardian Reunification:

Circumstances may occur at the school that require parents to pick up their children in an orderly and efficient process. The process is called a reunification and may be necessary due to weather, power outage, or if an emergency/incident occurs at the school. *The number one goal of this controlled process is to get your child(ren) safely to you.*

Parent/Guardian Expectations:

If a parent or guardian is notified that a controlled release and reunification is necessary, there are some expectations that parents should be aware of:

1. *Bring your ID* - we will not release a student to an adult without identification.
2. *Be Patient*—this process provides the safe and accountable change of custody from the school to an authorized adult.

What if a Parent Can't Pick Up Their Child?

If you are unable to get to the reunification site, students will be released only to individuals that you have authorized to do so. Those names should be on the form that you previously filled out. Otherwise, the school will hold students until parents can pick up their children.

Parent Notification:

Parents will be notified via school email system, text, email, or phone message. A reunification message may be, "Elm Grove Lutheran School has been closed due to _____, please pick up your child at the reunification site".

How It Works

For Parents: Steps to Follow:

1. DO NOT GO TO THE SCHOOL AS YOU WILL NOT BE ALLOWED IN THE BUILDING.
2. ONCE YOU ARE NOTIFIED, PLEASE GO DIRECTLY TO THE REUNIFICATION SITE LISTED ABOVE.
3. PLEASE PARK IN DESIGNATED SPOTS ONLY.
4. AS YOU ENTER THE REUNIFICATION SITE, YOU WILL BE ASKED TO FILL OUT THE REUNIFICATION INFORMATION FORM. PLEASE FILL IT OUT COMPLETELY BEFORE PROCEEDING TO LINE.
5. ONCE THE FORM IS FILLED OUT, PLEASE GO TO THE APPROPRIATE LINE BASED UPON THE STUDENT'S LAST NAME.
6. YOU WILL NEED TO PROVIDE ID TO STAFF.
7. AFTER CONFIRMATION OF ID BY SCHOOL STAFF, YOU WILL BE GIVEN THE BOTTOM PORTION OF THE INFORMATION FORM YOU COMPLETED AND WILL BE ASKED TO PROCEED TO THE REUNIFICATION AREA. *IT IS IMPERATIVE THAT YOU KEEP THAT BOTTOM PORTION OF THE SHEET AS IT WILL BE NEEDED FOR PICKING UP YOUR CHILD(REN).*
8. A RUNNER WILL THEN GO TO THE AREA WHERE CHILDREN ARE SAFE AND SECURE AND RETRIEVE YOUR CHILD.
9. THE RUNNER WILL THEN CHECK THE SIGNATURES TO MAKE SURE THEY MATCH AND THAT YOU ARE THE AUTHORIZED ADULT TO PICK UP STUDENT(S).
10. WE ASK YOU THEN EXIT THE BUILDING AND NOT STAY ON THE PREMISES. THIS WILL ASSIST IN MAKING SURE ALL STUDENTS ARE RETURNED AS QUICKLY AS POSSIBLE TO THEIR PARENT OR GUARDIAN.

THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING WITH THE REUNIFICATION PROCESS