HALLOWEEN PARADE

Poca Elementary Halloween Parade Checkout Procedures

Our Halloween Parade will be held on **Friday, October 31, 2025, at 1:30**, and we want to ensure a fun and safe experience for all students and families. Please review the following important information about parade viewing and student checkout:

- **Gate Openings:** The gates to the **PMS Football Field** (back lot by our playground **and** the football entrance at PMS by the old gym) will open at **1:15 p.m.**
- **Seating:** Guests may sit on the **PMS Home Football Bleachers.** Please remain seated during the parade so that everyone has a clear view of their child.
- **Parade Route:** Each class will make **one and a half loops**, allowing students to pass by the bleachers twice.
- **Restrooms:** The **PMS Old Gym bathrooms** will be open for guest use. They can be accessed **from the back of the old gym building.**

PLEASE SHARE THIS INFORMATION WITH ALL FAMILY MEMBERS WHO WILL BE ATTENDING!

- **Building Access: No families will be permitted to enter Poca Elementary School unless they come through the front, main office entrance.**
- **After the Parade:**
  - Once **all classes are lined up on the field**, **one adult** may go to the field to check out their child directly with the teacher. Please wait until ALL classes are on the field.
  - If you have multiple children, please visit each teacher to sign them out individually.
  - **Only the primary or secondary guardian** listed in WVEIS may check out a student.
  - Please **bring a photo ID** in case the teacher or a substitute needs to confirm your identity.
- **Student Items for the Day:**
  - Students **do not need to bring a backpack, red folder, or water bottle** on parade day.
  - If your child packs lunch, please send it in a **disposable bag**.
  - Any items that need to come home will have to be **carried by the student during the parade**.

We appreciate everyone's cooperation in following these procedures to maintain a **safe and organized environment** for all students and staff. Please share this will all family members (grandparents, etc) who will attend to avoid excessive calls to the office on an already hectic day.

⚠️ **Gates will close at 2:15 p.m.**
Thank you for helping us make this a safe and enjoyable event for our students!