

## ***Parent Drop-Off Reminders (Elementary School only)***

- Students should be dropped off in the **Middle School Bus Circle**.
- You can drop off your children between 8:15 and 8:25.
  - Nobody should be in the bus circle prior to 8:10.
  - At 8:25 the doors will be closed and you will have to bring your child around to the Elementary School main entrance.
    - Students will be considered tardy any time after 8:25.

## ***Parent Pick-Up Reminders (Elementary School only)***

**We ask that you please allow your children to ride the bus whenever possible.** If you have a concern about the bus, please notify the office so we can try to rectify the situation so your child can continue to ride the bus. We understand that there are times/reasons that children need to be picked up, so in those cases please remember to follow the below procedures:

- Send a note with your child in the morning if you know ahead of time that they will be picked up. If we don't have a note ahead of time, please call the elementary school office (362-4511) **prior to 2:00** and bring a note with you when you arrive.
  - If there are custody documents in place, we need to hear from the primary caregiver in order to release the child.
  - If anyone rather than a parent is picking up, we need to have a note giving the name of the person so we can check that against their ID.
- Please park in the **MIDDLE SCHOOL BUS CIRCLE** to wait for your child to be dismissed. Children will be dismissed at 3:30.
  - Please pull up as far as you can before parking to make the most space possible
  - ***You may not enter the bus circle prior to 3:15.*** Please do not block access in the parking lot either.

***More information on the back...***

- A staff member will come out to the sidewalk in the Middle School bus circle around 3:15 to have you sign your child(ren) out. You will come onto the sidewalk under the overhang to sign them out.
- Your child(ren) will be escorted to the Middle School at 3:30 and will be dismissed to you at that time.
  
- Students being picked up will be dismissed at 3:30.
  - Children will be escorted to the Middle School at 3:30 and will be released to you at that time.
  
- The buses will start pulling in to our bus area as early as 3:00 so no cars will be allowed into the elementary school entrance during that time.

Thank you,



Jessica Megonnell  
Principal