

# Nord Middle School

## After-School Student Pickup Procedure

(students released at 2:35)

If you are picking up your child after school, the following procedures have been established to provide the safest environment possible for our students:

1. ALL regular car riders will be issued two passes that may be ready for pick up at open house or will go home with children on the first day of school. Your pass will have a number on it that corresponds to your child's bookbag tag. Please bring this pass with you to pick up your child each day.
2. ALL car riders MUST be picked up in the REAR parking lot. However, because some students have outside recess in the rear parking lot, cars will NOT be permitted to enter the rear lot until AFTER 2:10 PM. Please note that lining up early to enter the parking lot does not mean your dismissal will be any quicker, we let all cars leave at the same time. Arriving at the school too early can cause traffic jams in the area as there is no place to park prior to being let in the back parking lot.
3. If you have a parking pass, please begin pulling into lanes as directed by staff, pulling as far forward as you can and keeping the lines as straight as possible.
4. A staff member will be outside noting pass numbers as cars file in. These will be radioed into the building and those students will be escorted out to their cars.
5. If your child is not a regular car rider please bring your ID, so that it can be matched to the child's car rider note. Children MUST have a car rider tag or a car rider note, if your child doesn't have either you MUST park and pick them up in front office before 2:30. Phone calls will not be accepted to release children as car riders or walkers.
6. Once all students are in their cars, the lanes will be dismissed.
7. If there are still more cars waiting to pull in, the process will begin again starting with lane one.

Expect dismissal to run a little longer than necessary over the course of the first week while we establish these routines.