



Parent Drop-Off and Parent Pick-Up Process 2025-2026

Marlin Families,

Please see below for the Parent Drop-Off and Parent Pick-Up procedures for the 2025-2026 school year. These procedures are in place to keep all of our students and staff safe. Thank you for your cooperation and support!

Morning Parent Drop-Off

- **Student drop-off time is 9:00 AM.** Students will not be permitted into the building before 9:00 AM.
- The car drop-off line will begin at the front loop near the 'Teacher of the Year' parking space.
- Please have students ready to exit the car from the passenger side, nearest the sidewalk, if possible. Staff will be available to assist students. **There is NO need for parents to exit their cars.**
- **PLEASE DO NOT PASS OTHER CARS IN THE PICK-UP LINE!** This is to ensure student and staff safety.
- **If not using the car line, please PARK and WALK your children to the front entrance.**
- **After 9:25 AM, students will be tardy and must be escorted into the building by a parent to sign-in.**

Afternoon Parent Pick-Up

Everyday Parent Pick-Up (Car Riders)

- **ALL students being picked up everyday should apply for a 'Car Rider Tag.'** Complete the Everyday Car Rider Application on the next page and submit to the main office by Thursday, August 21, 2025 to start as a car rider on the first day of school.
- The car pick-up line will begin at the front loop near the "Teacher of the Year" parking space.
- Parents of students with Tag #'s 1-70 should arrive to the car line at 3:40 PM.
- Parents of students with Tag #'s 71-150 should arrive to the car line at 3:55 PM.
- Parents will stay in their cars to have their Photo ID checked. They will then sign their children out.
- Students will be escorted to cars by parent pick-up staff.
- **PARENTS SHOULD NOT GET OUT OF THEIR CARS IN THE PARENT PICK-UP LINE.**
- **Parents SHOULD NOT PASS OTHER CARS in the line unless directed to do so by staff.**
- **Refusal to comply with the two rules above could result in the car tag being revoked.**

Occasional Parent Pick-Up

- Parents who need to pick students up occasionally will be required to follow the procedures listed below.
- **Please plan ahead if you have an appointment, etc. that requires your child to be picked up before 3:15 PM.**
 - **Before 3:15 PM**
 - Parents will come to the kiosk, show their Photo ID, and their child will be called down for dismissal. **THIS SHOULD NOT BE EVERYDAY! If this is everyday, your child will miss a total of at least 90 HOURS of INSTRUCTION this school year!**
 - **After 3:15 PM**
 - Parents **WILL NOT** come into the building for pick-up after 3:15 PM.
 - Beginning at 3:15 PM, staff will be **OUTSIDE (Rain or Shine)** at the front entrance to check parent IDs and to sign students out. **Parents will wait outside of the building.**
 - **ALL STUDENTS signed out after 3:15 PM will be called to the front of the building at 3:45 PM for dismissal. Again, parents will NOT enter the building after 3:15 PM.**

MBJE - Everyday Car-Rider Registration

Tag # _____

By completing this form, you agree to the terms of everyday car-rider service. All information must be completely filled out in order for registration to be complete. (Please PRINT)

Parent/Guardian Contact Information:

Parent/Guardian's Name: _____

Parent/Guardian Signature _____

Phone Number(s): _____

Student Information

Student's Name: _____ Teacher: _____

Student's Name: _____ Teacher: _____

Student's Name: _____ Teacher: _____

Student's Name: _____ Teacher: _____

Authorized to Pick-up Students:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Car Information

Car 1: Color _____ Make & Model _____

Car 2: Color _____ Make & Model _____

STAFF USE ONLY:

Signature of Staff who verified the Parent ID: _____