



Parent Drop-Off and Parent Pick-Up Process 2023-2024

Marlin Families,

Please see below for the Parent Drop-Off and Parent Pick-Up procedures for the 2023-2024 school year. Please know that 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 drop-off 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.

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 Friday, September 1, 2023 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 1-65 should arrive to the car line at 3:40 PM.
- Parents of students with Tag #'s 66-150 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.**
 - **If you are not able to wait until 3:45 PM, you MUST arrive to sign your child out before 3:15 PM.**

MBJE - Everyday Car-Rider Registration

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: _____

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 _____

License Plate Number _____

Car 2: Color _____ Make & Model _____

License Plate Number _____