**Midland Academy**

**Drop Off and Pick Up Procedure**

Back of the Building – Before 8:00 a.m.

**DROP OFF PROCEDURE:**

* Please enter the parking lot through the north driveway and exit through the east driveway to the rear of the school.
* Pull as far forward as possible before letting children out of the car.
* Children should get out of the car on the side facing the building door.
* Do not pass cars in front of you by going to the left of the driveway. Avoid blocking any driveway and/or crosswalk.
* **Please hang up cell phones** while you drive through so you are fully alert to children and their location. **(Tickets may be issued for cell phone use in a school zone.)**
* **Please use only safe speeds.**

Playground Area – Before 8:00 a.m.

**DROP OFF PROCEDURE:**

* Please pull around to the south side of the building towards the playground area.
* Pull as far forward as possible before letting children out of the car.
* Children should get out of the car on the curb side facing the building doors.
* Do not pass cars in front of you by going to the left of them. Avoid blocking any driveway and/or crosswalk.
* **Please hang up cell phones** while you drive through, so you are fully alert to children and their location**. (Tickets may be issued for cell phone use in a school zone.)**
* **Please use only safe speeds.**
* If you are walking across the street and walking your student to a car, a crossing guard will assist you.

**PICK UP PROCEDURE: (Dismissal Time)**

* The **back area** is for **drive through pick up only**.
* Please notify the teacher with the walkie-talkie at the entrance of the driveway of your child’s name. Your child will be walked to your car by a staff member.
* **Walk up pick up** on the **playground only**.
* Parents may only **walk up to pick up students** at the **Playground**.
* **No students will be released from the library.**
* There will **not be a walk home offered** to parents or students **without principal approval.**

**I have read the above safety rules for drop-off and pick-up for Midland Academy.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_