

## Afternoon Car Pick-Up Procedures

Dismissal begins at 2:15 pm. If you arrive prior to 2:15 pm you must begin lining up in the inside lane closest to the median of the horseshoe only until the lane is full. Please pull as closely as possible to the car in front of you. All parents should pick up their students in the horseshoe in front of the building. No parents/parked cars should be on the right side or the back of the building.

- **Unlike morning drop-off procedures,** parents may only use **ONE lane (right hand lane)** on LeBron Sterchi Drive in the afternoon to allow buses on the left hand side.
- Once the inside lane (**closest to the median**) is filled, please stop and wait on Lebron Sterchi Dr. until a staff member directs you to the outside lane.
- Once a staff member arrives approximately at 2:15 the second lane on the right side of the horseshoe, the one closest to the building and football field, will begin filling up as a staff member directs cars to enter the horseshoe after 2:15 pm. Please do not begin the second row until you have been instructed.
- Once both rows of the horseshoe are filled after 2:15 pm, the students will be dismissed from the building and will be expected to move between the two rows of vehicles, on both sides of the median, to find their vehicles. **WALKERS WILL ALSO BE DISMISSED AT THIS TIME.** If their vehicle is not found in the first round, the students will need to remain in the graveled area until instructed to go to their vehicle. Once all vehicles are filled, they will be directed by a staff member to move out. Both lanes will be dismissed together with parents alternating as they are merging from the horseshoe to Lebron Sterchi Drive.
- The next wave of cars will be directed by a staff member to enter the horseshoe for Round 2. Please follow the staff members' directions as to which lane to pull in and once you are in the horseshoe, **please do not switch lanes.** **STUDENTS WILL NOT BE ALLOWED TO GO TO THEIR VEHICLES UNTIL ALL VEHICLES HAVE STOPPED AND STAFF MEMBERS DIRECT THEM TO MOVE TO THEIR VEHICLES.** For the safety of all students, please do not tell your child to come to the car. We will let them all go when both lanes are again filled and all vehicles on both sides have stopped. Picking up students anywhere but the campus of Hunter Middle School will not be allowed.
- Walkers will only be allowed to go to Smith Elementary if they have a parent that works at Smith or there has been prior approval for the principal at Smith Elementary. The only other group of walkers should be students who live in Hamilton on Hunter. Students are not to walk to Hamilton on Hunter unless they live there. Parents should not have students walk there to be picked up.
- Finally, as we begin sending cars in for Round 3, these cars will move to the horseshoe and will be directed where to stop by a staff member. For safety reasons, once we allow students to begin moving to their vehicles, we will not allow other cars to enter the horseshoe. Again, please stay in the lane to which you are assigned.

Thank you for your patience and for following all of our safety procedures.

**We follow these procedures for the SAFETY of ALL children and staff members.**