



## Dr. Thomas L. Higdon Elementary School

**"At Dr. Higdon, we believe all students can learn, build positive relationships, and be kind and empathic."**

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Mrs. Jennifer Posey, Principal

Ms. Tracy Fairman, Assistant Principal

### HUSKY TRAVELERS

Dear Parents and Guardians,

We encourage students to ride the bus to and from school whenever possible; however, **if your child does not ride the bus in the morning, please note the following procedures for student drop-off in the front parking lot:**

1. Since staff members will assist your child in exiting your vehicle, do not get out of your vehicle.
2. Once your child has left your vehicle, proceed out of the parking lot so that other parents may drop off their children.
3. Do not park your vehicle in the drop-off zone and walk into the school building.
4. Do not drive around the line of vehicles waiting to drop off students.
5. **Any student arriving after 9:10 a.m. must be signed in by a parent or guardian at the main office before entering the classroom.**

**Car riders may not be dropped off prior to 8:55 a.m.**

*If your child does not ride the bus daily in the afternoon, please note the following procedures for student pick-up in the front parking lot:*

1. Since staff members will assist your child in entering your vehicle, do not get out of your vehicle.
2. Do not park your vehicle in the pick-up zone and walk into the school building.
3. Do not drive around the line of vehicles waiting to pick up students.

We will be using a new process this year to ensure the safety of all our students. Parent/guardians will be given numbered hang tags. Students will have bookbag tags with corresponding numbers. We hope that this will expedite the daily pick-up process. Hang tags and bookbag tags will be available at Meet and Greet as well as in the main office after the start of the school year. Students will only be dismissed to a car with the hang tag that matches their bookbag tags beginning Monday, September 8, 2025.

If your child is not a car rider every day, you must park your vehicle, come into the building and sign the student out in the main office. **Early departures must occur prior to 3:10 PM.**

We appreciate your assistance in providing the information requested on the attached form. **This information is required only for children who will be picked up daily.** Thank you, in advance, for adhering to the above procedures, as the safety of our students and staff members is our priority. Please call the main office if you have any questions.

Kindly,

Jennifer R. Posey- Principal

Tracy Fairman- Assistant Principal

Hang Tag Number

For office use only

*Dr. Thomas L. Higdon Elementary School  
Car Rider Information Form  
SY 2025-2026*

***\*ONLY FOR DAILY CAR RIDER PICK UP. PLEASE PRINT NEATLY IN INK\****

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Name of Sibling(s) \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Address of Student \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_

Name of Person(s) Authorized to Pick Student Up from School Daily

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***I understand that my signature below gives authorization to any adult with the matching hang tag to pick up my child from school.***

If the hang tag is not present, but the adult is listed above, he will need to provide photo identification. Without the matching hang tag or photo identification, the adult must park and report to the main office. Changes to daily car rider pickup for an adult without the hang tag to pick up must be submitted in writing by the parent/guardian.

Lost car hang tags or bookbag tags will result in a new number having to be issued to the family at a cost of \$5.00.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date