



ELIZABETH FORWARD MIDDLE SCHOOL



Dr. Anthony Popowitz
Principal

401 Rock Run Road, Elizabeth, PA 15037 • 412-896-2336

Dear EFMS Families:

We have implemented procedures to make afternoon dismissal safer and more efficient for families electing to pick up their children from school. The car pick-up procedure is outlined below. If you intend to pick up your child/children during the school year, complete the form and return it to the middle school office. One form per family. Once we have received the required information, you will be given a placard to hang in your car for easy identification at dismissal. This tag should be hung from the vehicle's rear-view mirror, so that teachers and staff members can see the number as your vehicle approaches the front of the line.

- When entering the middle school grounds to pick students up at the end of the day, you must line up in the front parking lot.
- You may enter the front parking lot beginning at 2:45 p.m. The dismissal process doesn't begin until 3:05 p.m.
- **Car riders will be dismissed from the front of the middle school building immediately following the departure of all buses.**
- When all buses have exited the school property, a staff member will direct the vehicles in the "pick up" line towards the front entrance (under the underpass).
- All traffic moves ONE WAY (from the horse farm towards the front door).
- Cars will travel only in the direction specified by the staff member and will drive **slowly** in a single-file line along the curb at the front of the school.
- For the safety of your children, only cars with EFMS placards will be permitted to pick students up at dismissal.
- Students will remain inside the building. Once a staff member identifies the car rider placard, they will announce the number, and any student scheduled to be transported in that car will come forward to enter the vehicle.
- All vehicles in the pick-up line should wait until any vehicle(s) in front of it leaves. **Do not pull out of the parking line or pass other vehicles.** Students will not be released until cars pull up front (to the front doors underneath the underpass).
- Pick up doors will remain open until 3:15 pm. If you are late, please buzz/enter the front door. Your child will be inside the building.

Sincerely,

Dr. Anthony Popowitz
Principal
Elizabeth Forward School District.

Daily P.M. Car Rider Form

My child/children will be picked up as a CAR RIDER at dismissal per the schedule indicated below by: _____

Please check the appropriate box:

Everyday ☐ Monday ☐ Tuesday ☐

Wednesday ☐ Thursday ☐ Friday ☐

In case of an emergency, call the office prior to 2:30 P.M. to inform them of a change in plans.

Parent Name _____

Parent Phone Number: _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Name of additional family members who pick child(ren) up:

_____ Relationship: _____

_____ Relationship: _____

You will be given a placard to hang in your car for easy identification at dismissal. If different vehicles are picking up, and you will need multiple placards, please state so on this form.

Number of Placards Needed _____

Assigned Placard # _____ (To be completed by office)

Carpools: Parent permission is required to transport any child who is not a member of your immediate family/household. Forms are available through the main office.