

Arrival & Dismissal Procedures

Dear Parents and Guardians,

We want to share our **morning arrival and afternoon dismissal procedures** to help ensure the safety of all students and maintain the flow of traffic.

Morning Drop-Off Will Begin at 7:25

- The carline will have only ONE lane for morning drop-off and will begin at 7:25 AM.
- To keep things moving efficiently, please have your child ready to exit the vehicle quickly, when you are at the drop off spot. For student safety it is preferable for them to unload from the right side of the vehicle.
- Please remain in your vehicle.
- Parents may walk up and drop off students at the front of the building starting at 7:25 AM.
- Parents must PARK and WALK their student to the front doors—drive-up drop-offs at the curb are not permitted.

Afternoon Pick-Up

- Dismissal will begin at 3:35pm
- The **carline will merge into TWO lanes** during afternoon pick-up.
- Staff will load the **first six cars in each line**, release those vehicles, and then continue loading the next six vehicles in each line.
- Please remain in your vehicle.
- **Walk-up pick-up will begin at 3:35 PM in front of the building,**
- Students will be lined up by grade level in the front of the school for walk-up pick-up.
- **Parents walking up must present a valid blue car tag** to pick up their student.
 - **If you do not have a car tag**, you must go into the front office to request a new one.
- **No student will be released without a blue car tag**, whether in the carline or during walk-up dismissal.

*The option for walk-up and car is available in the Pick-Up Patrol app for you to confirm your student's dismissal location.

We appreciate your attention to these changes and your ongoing cooperation in keeping our arrival and dismissal times safe and efficient for everyone.

Thank you,

Sarah Williams

Principal

Millsap Elementary

North

Wilson Bend Rd

Wilson Bend Rd

Wilson Bend Rd

Wilson Bend Rd

Staff
Parking
Only

West



South

East