



THE MASTER'S ACADEMY

Afternoon Thor Alert Pickup Procedures

These procedures apply when a Thor Alert is active during afternoon pickup. Thor Alerts occurring earlier in the school day will follow normal during-school procedures.

QUICK REFERENCE

LOWER SCHOOL	Wait for the yellow sign before submitting the Student Release Form and entering the car tag number. Maintain two lanes until the dumpster turn, then zipper merge into the outside lane.
UPPER SCHOOL	Submit only after passing through the gate and guard shack and reaching the area in front of the Admin Building (the building with the clock).
STUDENT DRIVERS	For student drivers, parents may submit the Lightning Alert Release Form from off campus. This exception applies only to student drivers.
PRESCHOOL	Active Thor Alert notifications will be sent through Seesaw and Parent Alert. Because there is no preschool carline, parents may choose to pick up during the alert or wait until it is lifted.

1. STUDENT RELEASE FORM: WHEN TO SUBMIT

IMPORTANT FOR CARLINE DRIVERS: Do NOT SUBMIT THE STUDENT RELEASE FORM UNTIL THE VEHICLE HAS REACHED THE APPROPRIATE LOCATION DESCRIBED BELOW

LOWER SCHOOL

1. Submit the form at the yellow sign. Upon arrival at the Lower School carline, wait until you see the yellow sign prompting you to complete the dismissal form and enter your car tag number. The sign is on the far west side of the Lower School parking lot, immediately before the dumpster enclosure. Submitting at this point ensures your student is released from class as you approach the pickup area and does not wait in the breezeway longer than necessary.

2. Maintain two lanes, then zipper merge. Remain in two lanes until the turn by the dumpsters. At that turn, form a single line in the outside lane, alternating one car from each lane. This zipper merge keeps both lanes moving and allows every vehicle to drive under the overhang for safe student pickup.

3. At 3:45 PM, park if lightning dismissal is still underway. If a lightning dismissal remains in progress at 3:45 PM, all vehicles must park in a designated parking space. Parents may then either check their child out through the Lower School office or allow the child to be signed into Aftercare and cared for safely in the Lower School hallways. Aftercare fees will apply.

UPPER SCHOOL - STUDENTS BEING PICKED UP

Submit the form only after the vehicle has:

1. Passed through the gate and gone past the guard shack.
2. Reached the area in front of the Admin Building (the building with the clock).

DO NOT submit the release form when first reaching the guard shack on Lukas Lane. Vehicles must still travel around the PAC before entering the main campus.

The form may be completed while waiting so that it is ready to submit; however, **do not select SUBMIT until the vehicle has entered through the gate and reached the area in front of the Admin Building.** Submitting the form too early may result in a student being paged and released before the vehicle has reached the main campus, leaving the student waiting for an extended period of time, even if under an overhang. Waiting to submit until reaching the Admin Building helps ensure the student can proceed directly to the vehicle when released.

Along the 100 Building, vehicles should continue forward as far as possible. This allows additional cars to enter campus, submit the form at the appropriate time, and continue through the pickup process.

UPPER SCHOOL - STUDENT DRIVERS

STUDENT-DRIVER EXCEPTION: For student drivers, and ONLY for student drivers, a parent does not need to be present inside the gate before submitting the form. Once permission to dismiss is received, the student will be released and instructed to proceed immediately to the vehicle and exit campus. Release remains subject to any extreme weather conditions outlined below.

APPROVED SIBLING PICKUP: Upper School student drivers may pick up Lower School siblings if listed as an approved pickup person. The parent must still submit the Lower School release form and select the **Upper School Sibling Pickup** option. Upper School student drivers may pick up Lower School siblings **by car only**; Lower School siblings may **NOT** be picked up on foot.

PRESCHOOL

Parents will receive notification of active Thor Alerts through Seesaw and Parent Alert. Because Preschool does not have a carline, parents may choose to pick up their child during the alert or wait until the alert has been lifted.

2. UPPER SCHOOL LIGHTNING RELEASE FORM

The Upper School Lightning Release Form includes a question asking whether the parent/driver has reached the guard shack. The form cannot be submitted until "Yes" is selected.

Select "Yes" only when the vehicle has actually reached the guard shack.

Additional fields are included to support the dismissal process:

- Indicate whether the student is a Middle School (MS) or High School (HS) student.
- For families with multiple Upper School students, use the option on the confirmation page to submit the form for an additional student.
- Indicate whether the student is a student driver or will be picked up.
- Designate another trusted adult to pick up the student.
- A signature is required before the form can be submitted.

STUDENTS STAYING AFTER SCHOOL

A Release Form is NOT required for students staying after school for Fine Arts, Athletics, a Club, or another scheduled activity. Students will be dismissed to these activities as conditions permit.

3. A TEMPORARY SUSPENSION OF STUDENT RELEASE

There may be times when real-time conditions require the school to stop releasing students or call students back inside, even after a Release Form has been properly submitted. Because conditions can change quickly, all dismissals may be temporarily suspended until the imminent danger has subsided. If dismissal is suspended, parents will receive a text notification. A second notification will be sent when dismissal resumes.

Following these procedures helps support a safe and efficient dismissal process while a Thor Alert is active.