



George G. Dodge Intermediate School **Parent Drop-off and Pick-up procedures 2019-20**

MORNING DROP-OFF

Begins at 7:25 a.m.

Students arriving after 7:40 a.m. are considered tardy.

George G. Dodge staff will be present at the front doors for assistance.

AFTERNOON PICK-UP

Begins at 2:30 p.m.

George G. Dodge staff will be present outside.

Adult driver must have George G. Dodge “pick-up” pass visible in car window.

- Parent/Guardian drop-off and pick-up will take place by the front double doors of the George G. Dodge Intermediate.
- Parents are strongly encouraged to enter Dodge’s parking lot slowly (speed limit is 5mph). Once you enter the main entryway, please turn left at the first intersection. This will allow you to safely enter the parent drop-off area. It is important that you turn right and travel along the grass area so that you can position yourself for passenger side, curb drop-off. *This traffic pattern is the same as last year. Arrows have been painted on the pavement to assist you.*
- **It is important that children are able to operate their seatbelt, open the car door on the passenger side, and handle their backpack/belongings independently.** We appreciate your help in maintaining a safe drop off routine as you exit slowly through the same drive you entered. Staff will be on hand to help you navigate this process.
- **FOR AFTERNOON PICK-UP:** Parents who plan to pick-up their children in the afternoon **MUST** have a George G. Dodge Intermediate School “pick-up” pass. Each family will be assigned a number that will be used to identify children for the appropriate vehicle. Families may request **1 or 2 passes** to put in your vehicles for pick-up. Drivers without a pass will have to park and go to the Welcome Center before children will be released.

Dear Parents/Guardians,

If you plan to pick-up your child/children on a regular basis during the 2019-20 school year, please complete and return the form at the bottom of this page to the George G. Dodge Intermediate School office or your child's current teacher. Only one form per family is necessary.

The George G. Dodge office staff will create a "pick-up pass" for you and have it ready for you by the first time you pick up your child.

Each family will be assigned a number that will be used to identify you as you arrive for pick-up at the end of the school day. Your pass will need to be displayed in the car window as you enter our pick-up line.

Drivers without a pass will have to park and go into the Welcome Center before children will be released. Please note: In order to pick up a child, there must be a note from the parent/legal guardian, you must be listed on the emergency contact form, and present a photo ID.

George G. Dodge Intermediate School
2019-20
Parent Pick-up Application

Tag Number:
(office use only)

Student 1: _____ 2019-20 Grade: _____
Student 2: _____ 2019-20 Grade: _____
Student 3: _____ 2019-20 Grade: _____

Name of Adult(s) who have permission to pick-up child/children:

Please list the names and relationship of all adults. These people must also be listed on the child's emergency card.

Adult Driver's Name	Relationship to Child/Children

Our family is requesting **1 2** (circle one) "pick-up" passes.

Note: Lost passes can be replaced at a cost of \$5.00. Families can keep their passes and assigned number for the time they have children enrolled at Dodge. When your children leave to go to R.B. Chamberlin, we ask that you return the passes to us so we can reuse them.

Parent/guardian signature: _____