



## George G. Dodge Intermediate School

### Parent Drop-off and Pick-up Procedures SY 2023-24

MORNING DROP-OFF	AFTERNOON PICK-UP
<p><u>Begins at 7:00 AM</u></p> <p>Students arriving after 7:15 AM are considered tardy.</p> <p>George G. Dodge staff will be present at the front doors for assistance.</p>	<p><u>Begins at 1:50 PM</u></p> <p>George G. Dodge staff will be present outside.</p> <p>Adult drivers must have a George G. Dodge “pick-up” pass visible in the car window.</p>

### Important Information Regarding Drop-off and Pick-up:

#### AM Drop-Off

- Parent/Guardian drop-off and pick-up will take place by the front double doors of George G. Dodge Intermediate School.
- 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 the **passenger side, curb drop-off**. *This traffic pattern is the same as the previous school 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 displayed properly and visibly. 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. ***Please note: Drivers without a pass will have to park and go to the Welcome Center before children will be released.***

Dear Parents/Guardians of our Dodge Students,

If you plan to pick up your child/children on a regular basis during the 2023-2024 school year, please complete and return this form to George G. Dodge Intermediate School office or your child's homeroom teacher. Only one form per family is necessary. A car tag is only issued to the parent or legal guardian by presenting a valid state id or driver's license. A car tag is never sent home with the student.

The George G. Dodge office staff will create a "pick-up pass" for your vehicle(s) and have it ready 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 for someone other than the legal guardian to pick up a child, they must (1) have a note from the parent/legal guardian with the date of pick-up, (2) be listed on the child's Emergency Contact Form, and (3) present a valid photo ID.**

\*\*\*\*Please cut here and return to George G. Dodge Intermediate School for a parking pass assignment.\*\*\*

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**George G. Dodge Intermediate School SY 23-24**  
*Parent Pick-up Pass Application*

Student 1: \_\_\_\_\_ SY 23-24 Grade: \_\_\_\_\_  
Student 2: \_\_\_\_\_ SY 23-24 Grade: \_\_\_\_\_  
Student 3: \_\_\_\_\_ SY 23-24 Grade: \_\_\_\_\_

*Please list the names and relationships of all adults who have permission to pick up your child/children. These people must also be listed on the child's emergency card.*

<b>Adult Driver's Name</b>	<b>Relationship to Child/Children</b>

***Our family is requesting 1 or 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 that we can reuse them.

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ agree that the information above is correct and valid for the 2023-2024 school year. Please check the following:

YES I WILL pick up my student everyday This form will suffice as your note If a change is made a note needs to be submitted to the HR teacher reflecting the change in the students dismissal process.

           YES I WILL pick up my student on occasion. YES - NO For safety and security a note is needed each time a student will be picked up. Please send the note to the HR teacher the day of the scheduled pick up with the name of the person who will be picking up the student

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Parent/Guardian Signature

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Date