

Dear Indian Trail Families,

In an attempt to keep students as safe as possible, while being efficient for families, we will be implementing a new dismissal procedure this school year. Please read ALL of the following instructions to ensure your understanding of the procedure. Please call with any questions prior to dismissal on the first day of school.

#### Car Tags:

Each kindergarten student will receive an SMF Bulldog Car Tag(s) in their Open House Folder. This tag should be immediately placed on the rearview mirror of the primary car used to pick up your child(ren) at dismissal. This tag will remain with your family throughout your time at Indian Trail Elementary.

Now that you have your tag in place, you will no longer have to park, leave your car, and walk to the building to sign out your child(ren). At this time you will stay in your car, follow the line of cars for dismissal, and your child will be called to exit the building. A staff member will be outside on the sidewalk to assist your child if necessary. As with arrival, **students will enter the car from the passenger side**. Students will not be permitted to walk into the parking lot to get into the vehicle. (Please be patient at the beginning of the school year.)

Each car tag has a unique number, therefore, students will be safe entering a car with their designated car tag. As in the past, we will maintain records of individuals that are permitted to pick up students. If an individual plans to pick up a student in the dismissal line, and does not have a car tag, they will be asked to park, go to the office, show an ID, sign the student out, and then the child will be released. Indian Trail receives this information from the documents YOU fill out in Final Forms. Please complete all forms before the first day of school.

#### Car Lane:

All children being picked up by a family vehicle will be considered a car rider. Students will wait for their car tag number to be called. Staff members will be in two locations in the parking lot to call car tag numbers as they pull in. This will allow time for students to get to their vehicle to minimize waiting.

#### Dismissal Times:

Preschool 3:00

K-4 3:25