

# Minor Hill School Car Rider Procedures

## Morning

Minor Hill School's morning car rider procedures were put in place to ensure the safe drop-off of any student that arrives on the school campus by car. Our unload time is 7:15 AM until 7:45 AM. **\*\*\*OLD FRONT DOORS WILL CLOSE AT 7:45 AM. IF THESE DOORS ARE CLOSED, YOU WILL HAVE TO COME INTO THE FRONT OFFICE AND SIGN IN YOUR CHILD.\*\*\* DO NOT LEAVE YOUR CHILD AND DRIVE OFF AT EITHER DOORS.**

- Utilize the church parking lot for turning around and getting in line. This will prevent traffic congestion and allow for the line to move faster.
- Pull forward as far as possible to unload. Look for school employees to direct you.
- Stay to the left to allow access to the parking area in front of the doors.
- To ensure further safety, your child must exit from the passenger side.
- Do not get out of your vehicle to assist your child. If your child is not ready to exit the car immediately, please pull to the office parking lot and check your child into the front office.
- Do not pass another vehicle in line. Allow staff to direct a car who is taking additional time.

## Afternoon

Minor Hill School's afternoon car rider procedures were put in place to ensure the safe pick-up of any student that leaves the school campus by car. Please keep in mind that afternoon pick-up is not about how fast we can dismiss students, but rather how safely we can dismiss. Thank you for your cooperation and patience each day. Please read the following information carefully prior to picking up your child:

All car rider students are assigned a number unique only to them. You may download and print a registration form [here](#) and return to the school office. If you can not download and print, you may pick up a copy from the school office. ANYONE PICKING UP A STUDENT MUST HAVE A NUMBER.

If you are picking up a student by car, please park in the church parking lot adjacent to the south end of the school gymnasium. The assigned student

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number should be placed in the front windshield area of the car for easy viewing by school staff. Park in the spaces available in the rows.

A staff member will record your number and students will be released by groups to the car rider pick-up area. We ask that parents/guardians stay in your vehicle during pick-up procedures. A staff member will escort the students to the pick-up area. A staff member will release cars at the appropriate time each day from the parking lot.

### **How to Change Your Student's Transportation**

If your child is normally a bus rider and needs to be a car rider, or vice versa, please send a written request with your child to school. Your child needs to check with their homeroom teacher then bring the note to the office for an official pass. If plans change after school begins, please call the office at 931-347-0163 to give instructions. These measures will ensure that students are safe.

Thank you for your cooperation as we work to keep our students safe each day. Your child's safety is very important to us! Please call or email me if you have any questions or concerns.

Lance Evans, Principal  
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Email: [levans@gcboe.us](mailto:levans@gcboe.us)