

Attention Car Rider Parents:

To provide the safest possible process for drop off and pick up, I am asking our Pleasant Run families to follow the car rider procedures below:

- In the morning, cars will follow the line on the north side of the building as it winds around the parking lot.
- Students will be dropped off from cars on the sidewalk side at Door 8.
- All students will be released from cars by a staff member.
- Please follow staff member directions.
- Parking space is very limited during this time. If you need to park, you must be in a spot, **not in the grass or along the drive**. You may have to circle and wait for a parking space.
- Parents must walk around the building to the front office if they need to visit the office. Parents may not enter the building through the car rider doors.
- Absolutely no cars are permitted in the front parking lot when buses are present.

Car Rider Form - IMPORTANT

If you have not already done so, please fill out a car rider form for your student. Please list all adults that will be able to pick up your child(ren). For the first week only, an adult will need to sign out each child at dismissal. Beginning next week, Monday, August 4, we will follow the procedures below for Pick-Up.

1. Parents/Guardians will pull their vehicle to the north side of the building.
- 2. Everyone is to remain in their vehicle at all times.**
3. All vehicles will have a name plate with the child's first and last name (Provided by the office) in the passenger side window of the dash.
4. Parent/Guardians will stay in the car line and move forward to the designated area for pick up outside of Door 8.
5. A staff member will be out in the parking lot on the curb at the far west end of the parking lot to announce over the radio the student to be picked up.
6. Staff members will escort the child out to the vehicle picking them up.
7. Vehicle will then move east along the lane to exit out onto Franklin Road.
8. If you do not have a name plate or there is a question regarding the pick-up, you will be asked to park and go to Door 8. This may include checking for identification, photocopying your driver's license, authorization of individual to pick up student, etc.
- 9. At no time is parking in front of the building allowed when busses are present.**

Please continue to be patient and safe in the parking lot. Speed limit on all MSD Warren school campuses is 5 mph and will be strictly enforced. The safety of our students, staff, and families is our primary concern. Thank you for your assistance in this situation.