



# ELIZABETH FORWARD MIDDLE SCHOOL

401 Rock Run Road, Elizabeth, PA 15037-2416 • 412-896-2335 • FAX: 412-751-6669 •

Dr. Trisha Martell  
Principal

## Car Rider Pick-Up Procedures

Each family will be given a "car rider" hang tag that should be hung from the vehicle's rear-view mirror so teachers and staff members can see these tags as vehicles approach to pick up students. Along with these hang tags you will receive a "pick-up" form to complete stating who you will be transporting each day.

### *While waiting in THE DISMISSAL line...*

- Complete the "pick-up" form.
- Remain in your vehicle as you will need to move up frequently.
- Form one continuous line as traffic only moves in one direction. Note: this is a no passing zone.

**\*Please note that we will only release students to those in the car line and not to those parked in the lot. We ask that you please follow our procedures for everyone's safety.**

### *Dismissal...*

Car riders will dismiss from the front of the middle school immediately following the departure of all busses where they will be supervised by staff members. Drive slowly through the parking lot and pull up as far as you can along the curb and close to the car in front of you. Anyone who picks up a child must display a hang tag in their car.

- For the safety of your children, only cars with official EFMS car hang tags will be allowed to pick up children. If for some reason the EFMS car rider hang tag is not displayed, then you will be asked to park and come into the office and sign out your student.
- A note is to be provided if your child will be a car rider. If a note is not provided, your child will be placed on his/her assigned bus. If your child will be a car rider all year, one note stating this is sufficient.
- All families will be given forms to complete if you are transporting a car rider. This form will be given to the proctor upon pick-up each day so that we have a record of who has left the middle school and with whom.