



K-8 DISMISSAL PROCEDURES



**When you pick up your child from DMA,
please follow the following procedures:**

- ☐ All parents/guardians picking up a student from school at dismissal must drive around to the lower parking lot and line up. No cars are permitted in the upper lot as buses are being loaded.
- ☐ Please pull as close to the car in front of you as possible. Do **NOT** stop in the middle of the lot leaving space in front of you. We must allow for the maximum number of cars to line up as possible so as not to impact preschool pick-up and bus dismissal.
- ☐ If you arrive early, feel free to mingle with other parents, but please return to your car at 3:00 PM (11:50 AM for half days) to be ready for dismissal. Please do **NOT** wait for your child(ren) on the porch area.
- ☐ Teachers will be leading the students from the school to the lower parking lot. Please wait until your child is dismissed to you.
- ☐ Do not allow other students into your vehicle unless you are the person designated to drive them home.
- ☐ Do **NOT** allow children to run around the parking lot as this is unsafe. They should quickly become settled in the car so that car dismissal can begin promptly.
- ☐ Once your child is safely inside the vehicle and buckled in, please wait for the signal from the teacher to exit. Do **NOT** move your vehicle until signaled that it is safe to do so.
- ☐ Do **NOT** drive around other vehicles. This is extremely dangerous and makes dismissal unsafe. Please take your time, be observant, and drive slowly. Please stay in your lane until you have exited the parking lot.
- ☐ All drivers picking up children as car riders **MUST** wait in the car rider line. The upper lot is used for bus dismissal only.