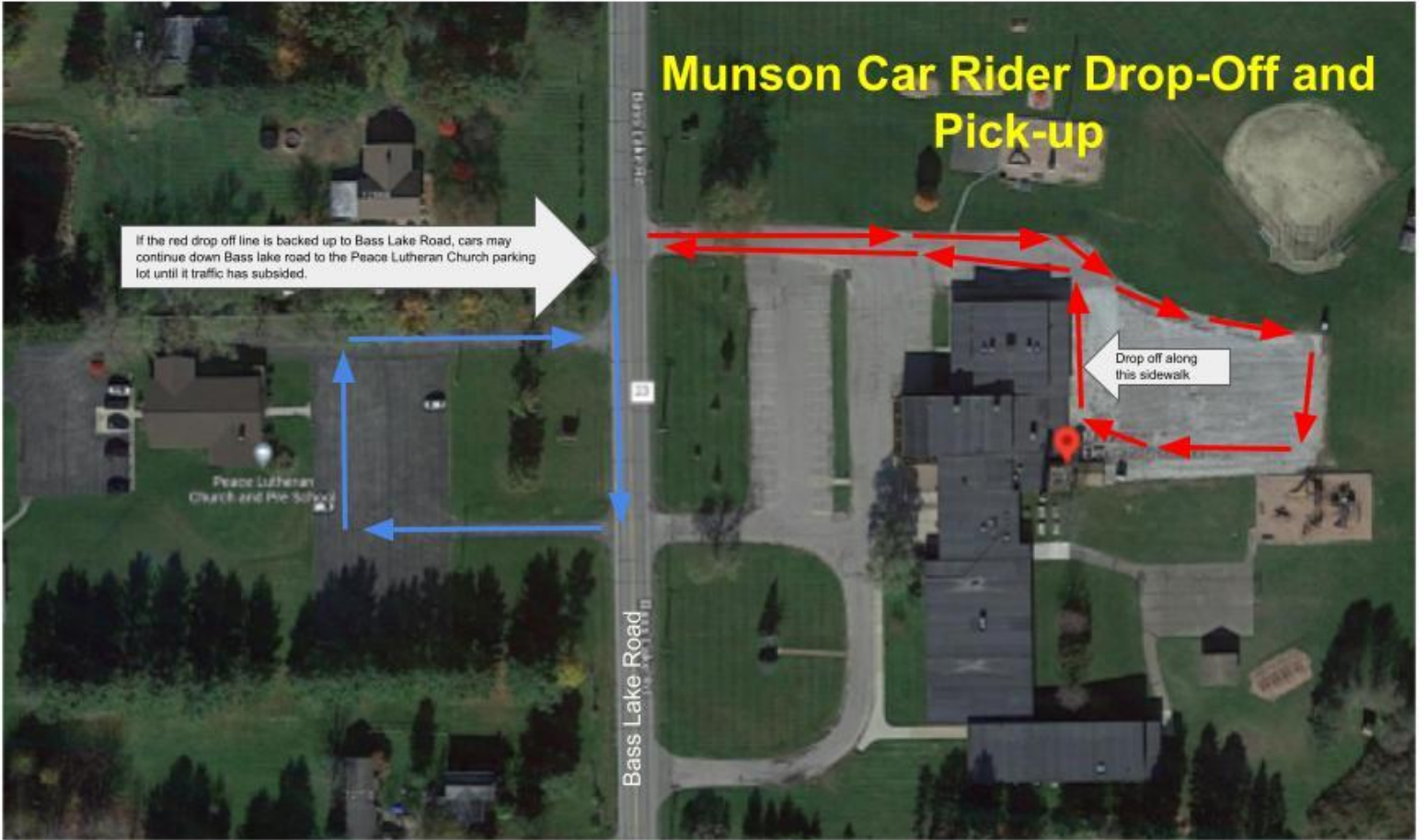


Munson Car Rider Drop-Off and Pick-up

If the red drop off line is backed up to Bass Lake Road, cars may continue down Bass lake road to the Peace Lutheran Church parking lot until it traffic has subsided.

Drop off along this sidewalk

Bass Lake Road



Morning drop-off procedure:

1. Beginning at 9:10AM, vehicles may begin to line up for drop-off.
2. Vehicles may pull in at the entrance closest to the Munson Township Park from Bass Lake Road and stay to the left as much as possible.
*Please pull up as close as safely possible to the vehicle in front of you
3. If the line happens to back up onto Bass Lake Road, Munson Elementary parents are permitted to pull into the Peach Lutheran Church parking lot until the line subsides.
4. Vehicles will line up, loop around the back parking lot and pull next to the back of the building.
5. Staff will open the doors and begin to let students in (parents/guardians are not permitted to enter the building from here) at **9:10 am**.
6. Students should exit the vehicle from the door closest to the building if possible.
7. Parents/guardians are encouraged to **stay in their vehicles**.
8. The doors will be closed at **9:20 am**.
*The drop off window is from 9:10-9:20, parents/guardians who arrive around 9:15 usually have significantly less wait.
9. If you arrive after 9:20 am, parents/guardians will need to bring their student to the **front door** and come into the building to sign their child in.

Afternoon pick-up procedure:

1. Starting at **3:15 pm**, vehicles may pull in at the entrance closest to the Munson Township Park from Bass Lake Road and stay to the left as much as possible.
2. Vehicles will line up and loop around the back parking lot (just like drop-off) and pull next to the back of the building.
3. Each car will display the **pick-up** tag in their front windshield while in line.
4. Starting at 3:40pm, students will be released from the back door, four students at a time, to the cars with their child's corresponding tag.
5. Please have your students enter your vehicle from the same side that the building is on.

Drop off/pick up procedure notes:

- Each student will be given (2) car tags on the first day of school.
- Please make sure to send a completed 2022-2023 After School Plans note. This will be handed out to students to take home on the first day of school,
- We have 50-80 regular pick-ups per day. In order for this to work, vehicles must **pull up as close as possible to the vehicle in front of them**.
- Families picking up students are not to get out of their cars.
- Students do not need to be signed out when exiting from the back of the building
- No students will be released from the back door to parents/guardians not in cars.