

September 1, 2022



Dear Parents/Guardians,

We will have our **Marlin Curbside Drop-Off and Pick-Up** again this year!

When you sign-up, you will receive a car tag to hang from the rearview mirror when you come to pick-up your child. Parents/guardians will be issued an identical tag with your child(ren)'s assigned number that should be attached to their book bag at all times.

### **Morning Drop-Off**

Adults using the curbside drop-off are to remain in their vehicles at all times. Your door will be opened by a staff member and your child/children will be supervised by staff members as they enter the building. **Please DO NOT pass other cars in the loop.** A staff member will direct you around other cars if necessary.

### **Afternoon Pick-up**

You must display/have the designated car tag to be able to remain in the parent pick-up line. Without the car tag, parents will be required to park and report to the front kiosk to sign-out their child.

***Please report to the car line at the following times based on your tag number.***

***- Car Tag #'s 1 - 80 at 3:30 PM. - Car Tag #'s 81-160 at 3:50 PM.***

***Parents, please help us to cut down on traffic in the parking lot and on Nansemond Parkway by adhering to these scheduled times. If you arrive earlier than your scheduled time, you may be asked to park in a space until the appropriate time.***

**Adults using the curbside pick-up are to remain in their vehicles at all times.** Your child/children will be supervised by staff members and escorted out to your car. **Please DO NOT pass other cars in the loop.** A staff member will direct you around other cars if necessary. Only those adults who are listed on the attached Parent Pick-Up Authorization Form will be able to pick up your child and **parents should still bring a photo ID to the car line everyday!**

\*\* Everyday Parent Pick-Up students should be using the Curbside Service daily and NOT the kiosk. Afternoon pick-up at the kiosk will be at scheduled times. Please see the Kiosk Check-Out Procedure Document for more information.

\*\* Students will not be allowed to switch back and forth between parent pick-up and a bus.

Sincerely,

The Mack Benn, Jr. Admin. Team