

MARY KAY MCMILLIN EARLY CHILDHOOD CENTER

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Anne Corley-Hand
Principal

January 5, 2021

Dear MKM Families:

Starting Tuesday January 12, 2021 the dismissal process for parent pick up will change. With both cohorts returning to school we will have over 100 cars with parents picking up their children. The goal is to minimize the wait time for picking up and move the car line along at a faster pace. The arrival procedure will remain the same; no changes will be made to drop off in the morning. This information only pertains to students who are attending school in person, not students receiving remote instruction.

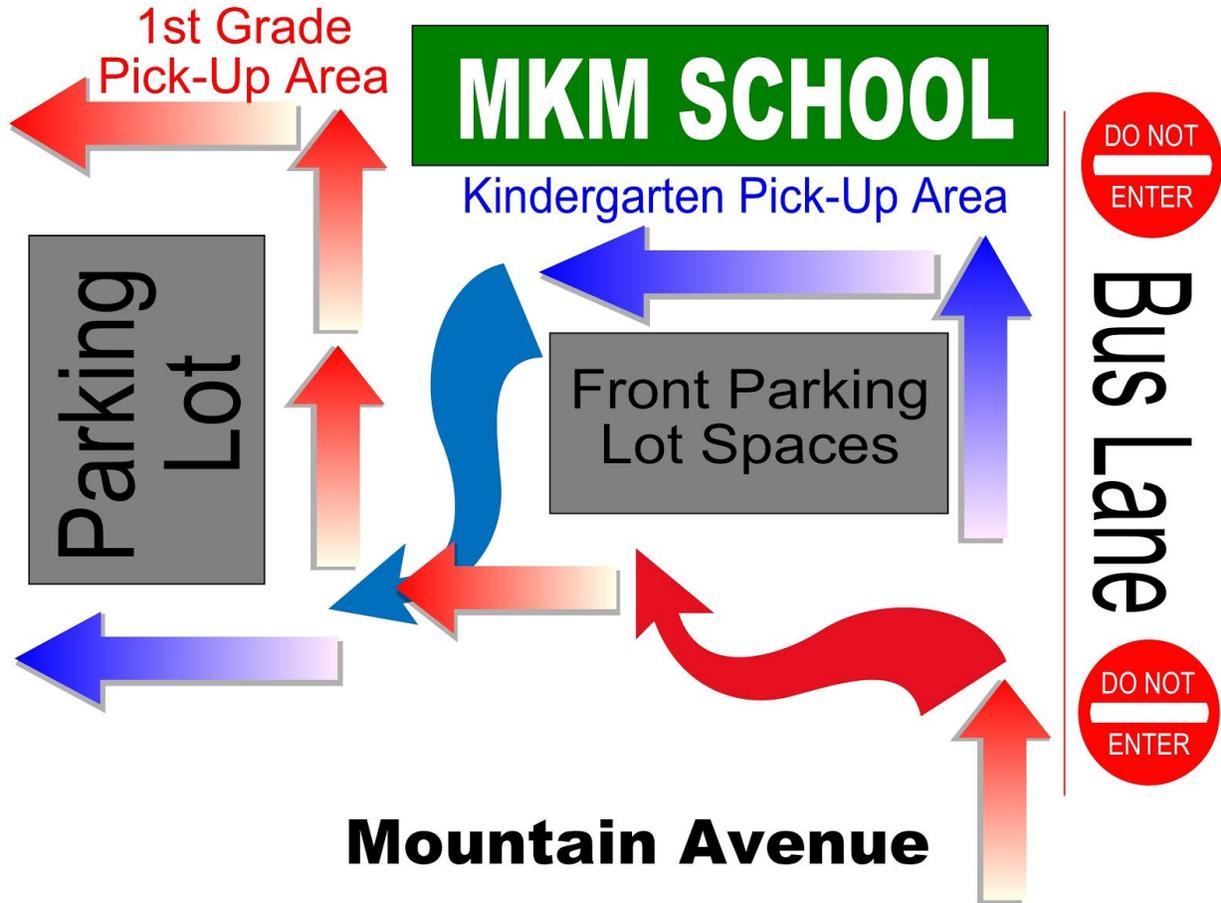
Kindergarten students will be dismissed at the front of the building where the buses previously dismissed. First graders will be dismissed along the side of the building. First grade students will follow the same procedure they have been using since September. There are NO changes to the first grade dismissal process.

Kindergarten parents will pull up to the front of the school building where the buses previously dismissed. The process will remain the same as the current dismissal procedure, just in a different location. Once you have pulled up to the front of the building teachers will guide you in the right direction. A teacher will call the student's name using the placard placed in the front windshield and direct you to a colored flag.

The color of the placard (Kindergarten - green / First Grade - yellow) will assist staff members with guiding the driver to the appropriate line. Additional staff members will be present to direct traffic. If you end up on the wrong line, please park your car in the parking lot and notify a staff member so he/she can assist you with picking up your child.

Students riding the buses will be dismissed from the playground. They will wait in the downstairs first grade hallway with staff members for the buses to arrive.

Here is a diagram describing the new pick up procedure.



Thank you in advance for your cooperation with this matter. We are anticipating a smooth transition but feel free to call if you have any questions.

Sincerely,

JoAnne Carroll
Interim Principal