

Dear Parents and Guardians,

Welcome to the 2024-2025 at McMath Middle School! We are excited to have your children join us and look forward to a wonderful year of learning and growth. To ensure a smooth and safe transition, we would like to provide you with some important information regarding our drop-off and pickup procedures.

## Drop-Off Procedures

- **Drop-Off Time:** Drop-off begins at 7:45 am and ends at 8:15 am. Please ensure your child arrives within this window to allow for a smooth start to the school day. Any students dropped off before 7:45 am are unsupervised; which can create an unsafe situation.
- **Location:** Drop-off takes place at the rear of the building across from the football field. Look for signs and staff members who will be there to assist. If you arrive after 8:15 am (the start of the school day), students will enter through the front of the building.
- **Procedure:**
  - Enter the drop-off lane and pull forward to the designated drop-off point.
  - Please remain in your vehicle. No parents will be allowed into the building. Ensure your child has their belongings ready to go when you arrive at the drop-off point to help expedite the process.
  - After your child has exited the vehicle, please proceed carefully to exit the drop-off area to make room for other cars.
  - If you choose to arrive before 7:45 am, you may park in the rear of the building in the lots labeled in green on the map below.
  - You may use the bus lane to get around to the rear of the building ONLY if you are arriving before 7:45 am. Once buses are here for drop off from 7:45 am to 8:15 am, this lane is reserved for buses only.



## Pickup Procedures

- **Pickup Time:** Pickup begins at 3:35 pm and ends at 3:50 pm. It is important to be punctual to ensure the safety and supervision of all students.
- **Location:** Pickup takes place at the rear of the building. Staff members will be present to assist and ensure a smooth process.
- **Procedure:**
  - Enter the pickup lane and pull forward to the designated pickup point.
  - Remain in your vehicle; a staff member will bring your child to the car.
  - Once your child is safely in the car, carefully exit the pickup area to make room for other vehicles.
  - Please remember to yield to buses and walkers when leaving the pickup area.
  - If you choose to arrive before 3:35 pm, you may park in the rear of the building in the lots labeled in green on the map below.
  - You may use the bus lane to get around to the rear of the building **ONLY** if you are arriving before 3:35 pm. Once buses are here for pickup from 3:35 pm to 3:50 pm, this lane is reserved for buses only.

## Safety Reminders

- **Speed:** Please reduce your speed in the pickup/drop off loop and drive cautiously on school grounds.
- **Cell Phones:** Refrain from using cell phones during drop-off and pickup to ensure your full attention is on driving safely. In addition, it's against the law in a school zone to be on your cell phone.
- **Patience:** We appreciate your patience during the first few days as everyone gets accustomed to the procedures. Our goal is to ensure the safety and well-being of all students.

Thank you for your cooperation and support in making the drop-off and pickup process smooth and safe for everyone. If you have any questions or concerns, please do not hesitate to contact the school office at 940-369-3300.

We look forward to a fantastic school year!

Sincerely,

**BRETT MOORE**

Principal  
McMath Middle School