

To: All A.M. Car Rider Drop-Off Parents and Guardians

From: Todd Balmer, Principal, Silver Creek Middle School

Re: Car Rider A.M. Drop-Off Procedures

Dear Parents and Families:

At Silver Creek Middle School, student safety is a top priority. There are two options for car rider drop-off before school. Please be on the lookout for buses and pedestrians as you follow these procedures. Below are the detailed directions for these options and a map has been attached to this email.

Option 1: At 7:10 a.m., parents can circle around the main parking lot following the pattern described on the attached map. Parents will proceed to the coned-off section next to the school to drop-off their students. ***If you are the first car to enter the drop-off lane, please pull-up to the first cone.*** Students must exit the car on the passenger side of the vehicle. Once students have exited your vehicle, exit the drop-off lane.

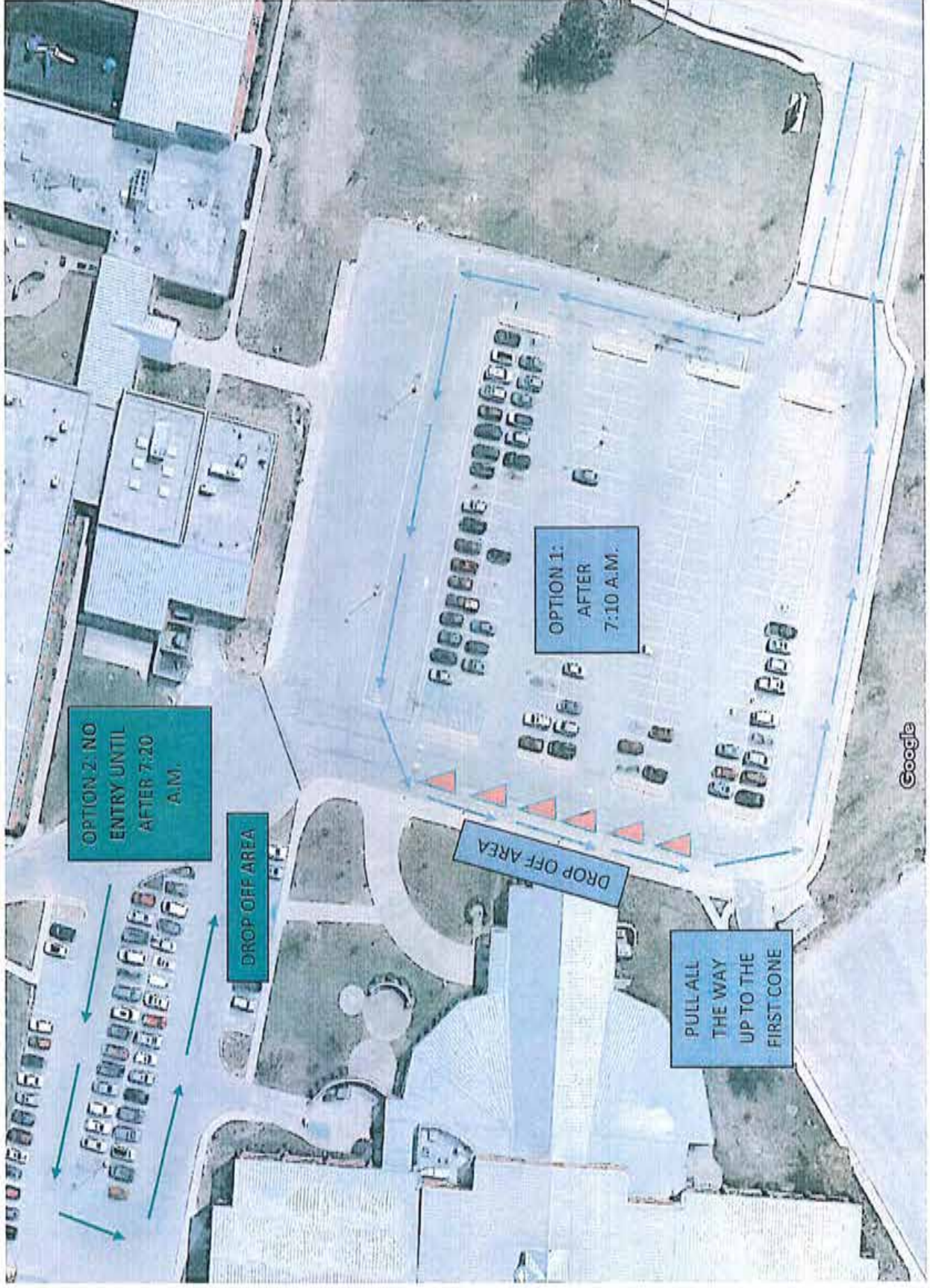
Option 2: This entry should only be utilized **after 7:20 a.m.** All buses have normally completed their drop off by this time. If a bus is dropping off, please pull up behind the bus and do not go around the bus. Parents can circle around the side parking lot following the pattern described on the attached map. Cars should remain in a single file line as they use this option for drop-off. Once a car has reached the drop-off area, students should exit the car from the passenger side. Once students have exited your vehicle, exit the drop-off lane.

These options are in place to keep students safe during the car rider drop-off process. Thank you for following these procedures to ensure the safety of all students. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Todd Balmer
Principal, Silver Creek Middle School
tbalmer@westclarkschools.com
812-246-4421 Ext. 3514

MORNING DROP-OFF PROCEDURES



To: All P.M. Car Rider Pick-Up Parents and Guardians

From: Todd Balmer, Principal, Silver Creek Middle School

Re: Car Rider P.M. Pick-Up Procedure

Dear Parents and Families:

At Silver Creek Middle School, student safety is a top priority. There are two options for car rider pick-up after school. Below are the detailed directions for these options and a map has been attached to this email.

Option 1: Parents will park on the sidewalk curb. The line will begin where the map says first car. The line will wrap around the curb all the way to where the map says last car. **Parents must pull all the way up when using Option 1.** Students will enter the car on the passenger side and then you may exit the parking lot. Please leave enough room in front of you so that you can exit once your student has entered the vehicle. The coned bus exit will be cleared at 2:30, so if you are parked in that area and have not exited at bus release time you will need to move in to the parking lot and follow the directions for Option 2.

Option 2: Parents will park in in the parking lot and then walk to the sidewalk to meet their student using the car rider walkway. No student should walk to the parking lot unless accompanied by a parent or guardian.

These options are in place to keep students safe during the car rider pick-up process. In an effort to help clear car riders before bus dismissal we will be releasing car rider students at 2:22 p.m. Thank you for following these procedures to ensure the safety of all students. If you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Todd Balmer
Principal, Silver Creek Middle School
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SCMS is dedicated to providing engaging and differentiated learning opportunities in order to enable students to reach their fullest potential.

AFTERNOON PICK-UP PROCEDURES

