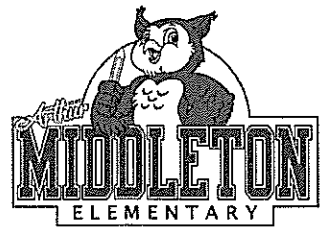


Mr. Ben Harrington  
Principal

## ARTHUR MIDDLETON ELEMENTARY

1109 Copley Avenue, Waldorf, MD 20602  
301-645-3338 301-753-1749 Fax 301-645-0931  
<http://www.cchoe.com/schools/middleton> • @AMES\_Principal



Mr. Brad Buzby  
Vice Principal

December 11, 2018

Dear Middleton Parents/Guardians,

The daily arrival and dismissal process is very important to us due to safety for all students. Many students who are classified as "walkers" each day get picked up on the street by parents. I am asking that parents who drive a car to pick their child up each day complete the daily car-rider form that is attached and begin dropping off/picking up in our auxiliary parking lot where car-riders is staged.

Any person can drop off students in the car-rider line without permission but they must complete the everyday car-rider form to pick up from the car-rider lot. I am asking that parents who are dropping off use the car-rider line to eliminate congestion on Copley Avenue. Thank you to parents who have been supporting us by making this transition.

Additionally, Parents of car-riders must sign up for text notifications by texting Y or YES to 67587 so that we can communicate last minute changes to the car-rider pick up procedure in the case of extreme weather. **In cases of extreme weather (ie: storms that may produce lighting, heavy rains, or other reasons determined and communicated by administration), the parents of car-riders will be notified via text message and e-mail to enter the main lot of the school, using Copley Ave., to pick students up curb-side. This process will only take place when all buses have been released and are no longer in the bus parking lot.**

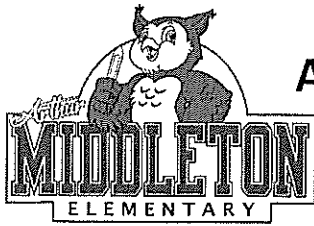
We are working to ensure students are safe and dismissal is an efficient process each day. Thank you for your support and please remember to sign up for text alerts (note: text alerts only work if your cell number is listed in our system and you are the parent or guardian).

Sincerely,

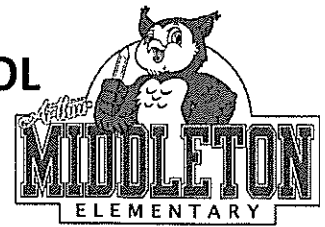
Ben Harrington, Principal



Charles County Public Schools  
*It's all about teaching and learning.*



# ARTHUR MIDDLETON ELEMENTARY SCHOOL



1109 Copley Avenue, Waldorf, MD 20602

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<http://www.ccboe.com/schools/middleton> • @AMES\_Principal

Mr. Ben Harrington  
Principal

Mr. Brad Buzby  
Vice Principal

## ARTHUR MIDDLETON CAR RIDER POLICY

Arthur Middleton's car rider policies are in place strictly for the safety of your child. The staff is committed to ensuring that all students get home safely. For this reason, students that are signed up to be a car rider will receive a car rider tag with the students' name. Any person picking up a student **MUST** have the car rider tag present in the vehicle. In the event that the car rider tag is lost or stolen, please contact the front office immediately so that a new tag can be issued and staff is aware of the situation.

If the car rider tag is not presented to the staff on duty, identification must be shown and correspond with individuals listed on the student's Emergency Card on file with the office. Students are prohibited from being picked up by a person not listed on the Emergency Card. In order to prevent accidents from occurring, students will not be released to an individual not in a vehicle. Staff members will ask the individual to return to their vehicle and join the car rider line. We thank you in advance for your cooperation. Your help will ensure a safe and speedy dismissal.

**Please sign and return the form below. Only one form per family is needed.**

---

### Car Rider Policy Form

Parent/Guardian Name \_\_\_\_\_

Child(ren) \_\_\_\_\_

*I have read and understand the above policy for Arthur Middleton's Car Riders. I am accepting responsibility for my child's car rider tag and will notify the office immediately in the event that the tag is lost/stolen.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*Return to Mrs. Mohler\*\*\*



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