



# *North Metro Flex Academy*

2350 Helen Street North. North Saint Paul. MN. 55109

612.900.4435

## **Bus AM Procedures**

**Arrival time: 8:55 AM**

- ⇒ A Staff member will be greeting and unloading one bus at a time.
- ⇒ Buses will be unloaded from front to back.
- ⇒ Students will be escorted to the building.
- ⇒ Students will be escorted to their classroom.

## **Bus PM Procedures**

**Dismissal: 3:55 PM**

- ⇒ A Staff member will announce buses upon arrival.
- ⇒ A staff member will escort students from classroom to the front office.
- ⇒ Front office staff will do check list.
- ⇒ A staff member will escort students from the front office to the bus.
- ⇒ Buses will be loaded from back to front and students will have assigned seats.
- ⇒ A final check will be done as students board the bus.





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## Parent Drop Off AM

Arrival time: 8:55 AM

- ⇒ A Staff member will be greeting and unloading kids from cars. Please park in the designated parent drop off and pick up area.
- ⇒ Cars will be unloaded one by one by a staff member.
- ⇒ Students will be escorted to the building.
- ⇒ Students will be escorted to their classroom.

## Parent Pick Up PM

Dismissal: 3:55 PM

- ⇒ Parents are expected to park at the designated parent pick up parking space, put up sign (student's name) on their dashboard or window, and stay in their car.
- ⇒ A staff member will check the parent in and call a staff member to pick up the student in their classroom.
- ⇒ A staff member will escort the student out to the parent/guardian's car.
- ⇒ A staff member will document that the student has been picked up.

