



North Metro Flex Academy

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

612.900.4435

Bus AM Procedures (622)

Arrival time: 9:15 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 (622)

Dismissal: 1:30 PM

- ⇒ **A Staff member will announce buses upon arrival.**
- ⇒ **A staff members will escort students from classroom 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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Bus AM Procedures (East Side)

Arrival time: 9:25 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 (East Side)

Dismissal: 1:30 PM

- ⇒ **A Staff member will announce buses upon arrival.**
- ⇒ **A staff members will escort students from classroom 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: 9:15 AM

- ⇒ A Staff member will be greeting and unloading kids from the 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: 1:30 PM

- ⇒ Parents are expected to park at the designated parent pick up parking space 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.
- ⇒ *Please post the sign in your car (Will be given to you on first day of school)

