

2018-2019 Car Rider Procedures

All car riders must have a school issued car rider # displayed from the rearview mirror. If you do not have your # displayed your student will need to be picked up in the front office and you must present a photo ID.

A.M. (Morning) Procedure:

- Drop off is between 8:40-8:50.
- The designated drop off area is at the back of the building.
- The first car pulls all the way to the TOP of the sidewalk. We can usually fit 5-7 cars around sidewalk area. All cars unload on the SIDEWALK, right side.
- If your car stops just short of the sidewalk, then you wait. When the group in front pulls away, your car becomes the first car to pull to the TOP of the sidewalk.
- We proceed like this until the cars are done unloading or until the tardy bell rings.
- The bell rings at 8:50. A cone will be placed after the last car that will be unloaded. If your car is after the cone you will need to drive around front, walk your student into the building and get a tardy pass.

P.M. (Afternoon) Procedures:

- Monday, Tuesday, Thursday and Friday Dismissal is at 3:50 p.m. until all the cars are loaded.
- Wednesday Dismissal is at 3:20 until all the cars are loaded.
- The designated loading area is at the back of the building.
- The first car pulls all the way to the TOP of the sidewalk. We can usually fit 5-7 cars around sidewalk area. There is usually an adult standing at the top of the sidewalk for a reminder.
- Once the bell rings, we send the first group of children down. They stop at the last line before the sidewalk curves. When all the cars on the sidewalk have stopped rolling, then we tell the children they may walk to their car.
- Please load your child from the SIDEWALK, right side, of the car.
- Once the children are in their car and the group drives off, then the next batch pulls up to the TOP of the sidewalk and we repeat the above step.
- We continue in this fashion until all the children are safely loaded.
- Please stay behind the car in front of you, unless one of the supervising teacher's tells you to go ahead. If you try to pull out and around you may not be thinking of everyone's safety at that moment.
- We generally finish loading by 4:00 p.m. If you are running late and know you will be past 4:00; call the office and inform them. Your child will be waiting up at the office. The office closes at 4:15 p.m.

Please do not get out of your car at any time while in the car rider line.