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.
• Turn right as you enter the main parking lot to proceed to the back of the school building.
• Continue on the access road around the building. The first car stops at the gate.
>   **The gate will be opened at 8:30.**
• Once the gate is open proceed on the access road to the cone near door 9E.
• Students will unload on the **left** side of the car once staff gives the ok.
• We will unload in groups of 5 until the cars are done unloading or until the tardy bell rings.
• The bell rings at 8:50. The gate will be closed at this time. If you arrive after 8:50 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.
>   Wednesday Dismissal is at 3:20.
>   **The gate will be opened at 2:45 pm every afternoon.**
• The designated loading area is the same for drop off. Students will exit at door 9E.
• The first car stops at the cones by the sidewalk. We will load in groups of 5.
• Please load your child from the **left** side of the car.
• Once the children are in their car and the group drives off, then the next batch pulls up
  to the cone 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 and in a single line on the paved road.
• 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. As you are exiting the access road to the main parking lot please remember that buses have the right of way.