

Procedure for Car Rider Line at Door D

Dear Parents,

In order to facilitate the safe and quick dropping off of students in the morning and picking up of students in the afternoon, please adhere to the following guidelines in the car rider line:

Cars will enter the southern-most drive off of Pearl Road closest to the new Secure Indoor Storage building.

Drive in a single file line past the recycle bins, through the back gate, all the way around the back of the parking lot, past the Gym and Visionary Center, and on up to **Door D**, on the old Burger King side of the building. The first driver in line should pull all the way up to the “STOP” sign painted on the pavement just beyond the dumpsters/recycling bin by Door D. **A single file line should be maintained at all times. Only after the “STOP” sign painted on the pavement by Door D, should cars split off for the left hand or right hand turns onto Pearl Road.**

Please drive slowly on the school property as you will be driving through areas shared by buses and teachers/staff entering/exiting as well.

Please have any rear car seats arranged so that students can easily get into or out of the car on the school side of the building – ***there is to be no crossing in front of or behind any cars in the line.***

Drivers should stay in the car while staff helps the smallest riders to get into or out of the car. As the year progresses, most of the students get in and out on their own.

Students should be prepared to quickly get in or out as soon as their car pulls up so as not to hold up the line in the morning or in the afternoon.

For Morning Drop Off:

Cars should arrive at the school no earlier than 7:10am. The car rider line will open at 7:10am and closes at 7:45am as announcements begin at 7:45am and teachers must promptly tend to the day’s administrative details (attendance, lunch count, confirm dismissal arrangements, etc.).

The car first in line should pull all the way up to the painted “STOP” sign on the pavement so that as many children as possible can be dropped off at one time.

Unless instructed otherwise, students should only get out of the car after their car has passed and stopped beyond the Music/Spanish Unit.

If a student forgot to have a note written or anything else that would hold up the line in the morning, the driver should park next to the office, write the note, and walk the student in through the front doors.

Cars arriving after 7:45am should pull around to the office. Drivers will need to come into the office and sign students in late. Students will receive a tardy slip to take to their teachers.

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For Afternoon Pick Up:

Cars should arrive at the school no earlier than 1:45pm and no later than 2:15pm. Students not picked up in time will be escorted to Vikings Cove (aftercare) from which they can leave with a designated adult.

The southern-most driveway by the Secure Indoor Storage building will be **two lanes in** at the end of the day and ***drivers should stay in the left-most lane allowing the buses to stay in the right-most lane which is marked for buses. Do not get in the way of the buses that need to get into the parking lot.***

Please make a large sign with your family name and student name(s) and grade(s) under it. Here is an example: **Green:**

Forest - 5
Emerald - 3
Olive - K

Then attach this sign to the passenger side folded down sun visor so that the names are easily read from the outside.

Afternoon car riders will gather quietly in the cafeteria at the end of the day. They will be supervised there by teachers and will listen for their names to be called as their cars pull up to Door D. Kindergartners will gather in their own line by Door D. Staff members will be outside alongside the car rider line with walkie-talkies. A staff member will approach the first dozen cars a few minutes before the dismissal bell rings to make a list of the first students to be dismissed. Once the dismissal bell rings, a staff member will meet the cars as they pull around by the Visionary Center and call into the cafeteria the names of the remaining cars in line. *In order to dismiss the children quickly, please remind your student(s) to be quiet and attentive in the cafeteria so that the names can be heard when they are called on the walkie-talkies.*

Because some students may be late in getting down to the cafeteria, **it is important to leave the visor (with the name sign) down until all of your students are in the car.** If you need to wait for your student, please pull up as far as you can and turn on your 4-way blinker so that the people behind you know to go around you while you are waiting for your student(s) to come out.

Please pull all the way up to the painted "STOP" sign on the pavement so that as many children as possible can be loaded at one time; do not just stop in front of Door D if you see your child coming out of the building, even if it is raining.

If a student needs help buckling up in the car, the driver can help the student after first pulling in to the front parking lot (by the sign), which is on the right just beyond the school building and parallel to Pearl Road.

Thank you for your cooperation in helping to make the car rider line run safely and smoothly.