

ARRIVAL/DISMISSAL PROCEDURES

ARRIVAL - CAR RIDERS

Students may be dropped off between 8:45-8:55 AM. Cars will enter from Ridge Road and will stay to the right driving on the outside loop of the parking lot. Students exit the vehicle when directed (from the passenger side ONLY) and enter the front doors. *Please pull all the way up as directed by staff members in order for more than one car to unload at a time.* Vehicles will then pull forward to exit, stopping at the stop sign and allowing buses to enter or exit.

DISMISSAL - CAR RIDERS

All students in the school will be given two placard pick up tags on the first day of school. All car riders must use the placard every day at pick up time. This placard should be placed in the front windshield of the car picking up the student. The staff person on duty will recognize the placard and allow the student(s) to go to the correct car. **For the first day of school, please place a sheet of paper with the child's last name in your front dash. After the first day, please use the school issued placards. If you are picking your child up, please communicate this with your child's classroom teacher.**

In the event that your bus riding child needs to be picked up from school, we ask that you either send a note to notify the office or call the school before 2:30 PM. Please use the school issued placard when picking up your child. There will be no sign-out inside the school.

Car riders will be dismissed for pick up at 3:20 PM. Please do not arrive prior to 3:20 PM, as it may create congestion on Ridge Road. Students will be released from the front door. Children will enter the car on the passenger side. Vehicles will then pull forward to exit, stopping at the stop sign and allowing buses to enter or exit.

