

Guide Lines for Arrival



Please pay attention to the car-rider duty personnel. Because we value the safety of our students and staff, **PLEASE DO NOT use your cell phones, smoke, exit your vehicles, or talk to parents in other vehicles** while in the pickup lanes.

Our morning arrival procedure is crucial to ensure a great start to our day. Please follow the guidelines below:

- **We have 4 lanes for parent drop off and pick up. Lanes 3 & 4 will be open to BUSES ONLY. Parents will be directed into those lanes once the buses have departed.**
- All 4 lanes are open in the morning from 7:25 a.m.– 7:55 a.m. Students will begin exiting vehicles as directed starting at 7:30 a.m.
- Please pull up into the lanes and keep all students inside of the vehicles. When you hear the whistle blow, please send students directly to the sidewalk. They will exit on the right side of your vehicle and move towards the school building. Once all students have safely made it to the sidewalk, we will signal for your lane to move.
- Arrivals between 6:30 a.m. – 7:25 a.m. for Before Care must enter through cafeteria doors in front of the school. Use the designated visitor parking spots. Please park in visitor's parking area, and **DO NOT** use fire lanes. Handicap spaces may not be used without a state-issued parking permit.
- If you need to speak to someone in the office, please drop your student off in the car rider lanes, park in visitor's parking, and then come in to the office. Office Hours are 7:00 am – 3:30 pm.
- Car lanes close at 7:55 a.m. From 7:55 a.m. – 8:00 a.m. you will drop students off through the front cafeteria doors. At 8:00 a.m., with the ringing of the bell, park in visitor's parking and escort your student into the cafeteria. Any student that arrives at 8:00 a.m. or later **must be signed** in and will be marked as tardy.

**THE SPEED LIMIT IN THE CAR RIDER LANES IS 5 MPH. PLEASE DO NOT SWITCH LANES!
STUDENTS ARE ONLY ALLOWED TO EXIT ON THE PASSENGER SIDE OF THE VEHICLE. WHEN
YOU ARE STOPPED, YOU MUST PUT YOUR CAR IN PARK.**

Important Information:

Please extend courtesy to local businesses and avoid blocking their parking lot entrances. Also, please be aware that we receive UPS/FedEx deliveries during dismissal time and allow them ample space to turn into our parking lot. Finally and most importantly, we ask for extreme caution while driving through the neighborhood. We have children walking to and from school and want to protect them while being good neighbors.