

To all Parents of students who are car-riders:

In order to keep our car rider line flowing smoothly and improve traffic, please be aware of the following:

Morning Carpool

- 1) When you enter the back drive, please look for our new “drop-off zone” from the outside library doors to the cafeteria door. Please drop off your child in this area (painted on the curb and sidewalk) as soon as your car stops, please do not wait until you get to the lunchroom door. This backs up traffic unnecessarily.
- 2) We have staff members on duty in this “drop-off zone” area beginning at 7:15AM. Only one staff member will be on duty at 7:00AM-7:15AM at the cafeteria door. When a car enters this zone, students need to get out of the car and walk down the sidewalk to the lunchroom door. The lower hall door will not be opened, it caused too much confusion and slowed traffic.
- 3) The main responsibility of our staff members on duty is to supervise children walking from the cars to the lunchroom door and ensure their safety. Please be aware that **opening the car doors is a courtesy only**. It is not required. Most children know how to open car doors when they are stopped. If a car waits on a staff member to open the door, this backs up traffic.
- 4) Please have your children ready to exit the car prior to arriving in the drop-off zone (unbuckled, not eating or drinking, having bookbags and other belongings ready to go).
- 5) Please turn off your child door locks in the drop-off zone so that children can open the door and exit.
- 6) If students are bringing EXTRA things to school, such as: snack trays, gifts, or projects that they cannot carry on their own, parents need to park in the front lower parking lot and walk the child to help carry the items into the classrooms. Staff members cannot take extra items to deliver to the classrooms as they are on duty and cannot leave their posts.
- 7) Parents in car pool should not get out of their car, this slows traffic down considerably.

Afternoon Carpool

- 1) Staff members will be stationed along the sidewalk in the afternoons to direct the children to their cars and ensure their safety. The children are responsible for getting into the cars on their own, opening the car doors from staff members is a courtesy only.
- 2) Please be reminded that you can follow the recommended pick-up times to help traffic flow quickly and smoothly:
K-1st grades 2:22PM
2nd-3rd grades 2:30PM
4th -5th grades 2:40PM

We also ask that parents exiting the car rider line to please turn right when traffic is heavy and congested. Parents will be allowed to turn left if traffic is not backed up. That is another reason for the suggested staggered times, to help keep traffic flowing and being able to turn in any direction. Please be reminded that you can park in the lower lot and come in by the gym to check out your child as another option during car riders at any time.