

Car Rider Procedures

If your child is a car rider, here are some procedures that MUST be followed:

- Enter the parking lot using the far right entrance with the straight arrow towards the parking lot. Upon entering the parking lot, take an immediate right and begin following the smaller, yellow arrows.
- **YELLOW ARROWS ARE FOR CAR RIDER LINE ONLY - WHITE ARROWS ARE FOR NORMAL DAILY TRAFFIC AFTER ARRIVAL AND BEFORE DISMISSAL**
- There are two car rider lanes, separated by a dotted yellow line. Choose either lane and continue to follow the yellow arrows. **ONCE YOU CHOOSE A LANE, PLEASE DO NOT CHANGE LANES! This causes confusion with our staff and students on which location your student needs to be in (front or back).**
- You will follow an "S" pattern designed to allow for the large number of cars each day in the car rider line. Failing to follow the yellow arrows by going around the perimeter of the parking lot will create a traffic jam and a time delay in getting students loaded and unloaded. The "S" pattern is designed to keep cars from backing up onto Monroe Street.
- The "S" pattern is as follows: (1) Turn left after the first light pole, and continue until (2) making a right turn around the second light pole, and (3) make one last left turn to go back towards the building as you approach the sidewalk.
- If you are one of the first 10 cars in the line, pull up into the numbered slots along the sidewalk labeled "1" through "10".
- If the first ten slots are filled, begin filling up behind the solid yellow line with two lanes for the next round of loading or unloading of students.
- **STUDENTS ARE ONLY ALLOWED TO LOAD OR UNLOAD NEXT TO THE SIDEWALK TO ENSURE STUDENT SAFETY!** Staff members will direct students to "load" or "unload" at the appropriate time. Please do not let a student enter or exit your car without being directed to do so by a staff member.
- After students have loaded or unloaded in the first 10 slots, the next round will begin.
- Staff members will alert the driver in slot 1 that all students are safely out of their cars for drop off (or inside of their cars for dismissal), and cars can begin to exit the parking lot.
- A staff member (typically Mr. Thompson) will be directing traffic and will take 5 cars from each lane, beginning with the left lane first. The staff member will wave to the driver to signal them to pull forward towards slot 1, and count 1-5 for each car that passes, and give a "fist" symbol for the next car in line (the 6th car) to stop. 5 cars will then be taken from the right lane to fill up the remaining slots (cars 1-5 in the second lane will fill up slots 6-10) , and students will load or unload when signaled by staff members to do so.
- As you exit the parking lot, continue to follow the yellow lines out of the parking lot and use the two far right exit lanes to leave the parking lot and onto Monroe Street.
- If possible, please have your students on the RIGHT side of the car to save time, and to ensure that they do not have to walk between cars.
- **Parents will be asked to stay in their cars while students are loading. If you need to assist your child with buckling into their seat, pull forward to the front of the building to the new "Buckling Station" where you may exit your car and take as much time as you need to secure your child in their car seat or seat belt.**
- Car rider times begin at 8:35 AM for drop off and 3:25 PM for dismissal.