

Alvaton Elementary School
Car Rider Procedures - Afternoon Pick-up

Parents must write the student's name and grade level on an 8 ½ X 11 sheet of paper, or large paper plate. Place the paper on the left-hand side of your dashboard (driver side) of your car. This procedure speeds up the loading process.

**All persons picking up students must be listed on the student's Emergency Card.
If a student is to be picked up by any other individual a NOTE is required.**

ARRIVAL AT SCHOOL FOR AFTERNOON PICK-UP:

- Students to be picked up will be at the front of the school
- Only the "Car Rider Lane" is used to pick up students
- **Parents must remain in their vehicles**
- Student's name sign should be displayed in the front window.
- **Dismissal begins at 3:15 p.m.** (An After-School Program is available for parents who cannot arrive before 3:25 p.m.)
- Students exit the building through the front door on the parking lot side
- Please watch teachers on duty for traffic directions to ensure that all vehicles are loaded safely.
- Bus parking area and bus lane are NOT to be used for student pickup
- Do NOT park or leave your vehicle in the "Car Rider Lane"
- Proceed slowly toward the student loading zone
- Do NOT pass other vehicles in the "Car Rider Lane"

WAITING FOR RIDE:

- Students will wait for their ride by grade level (posted on windows)
- Students may not leave their grade level area until their vehicle arrives
- Students must watch for their car
- Acceptable student behavior during car rider dismissal is expected – No yelling, screaming, running, or playing
- Students will be called to a designated post (1-6) when their vehicle arrives
- Student's possessions (including snacks and games) must remain in their backpacks during car rider dismissal.

LOADING VEHICLE:

- See information above regarding students not in the loading area
- Do NOT pass vehicles that are loading or unloading for any reason
- Pay close attention to traffic directions so all students can load safely

DRIVING INTO AND OUT OF THE STUDENT LOADING ZONE

- Parents are required to drive through pick up lane to load a student
- Students may not cross the "Car Rider Lane" to load in the parking lot unless accompanied by an adult
- Do not pass another vehicle in the loading/unloading zone
- Proceed slowly
- Observe and listen for any instructions delivered by school personnel