



Car Rider Procedures 2021-2022 Clarkdale Elementary School



Car Rider tags are available for pickup by the enrolling adult with proper ID.

Safety and security are our main priorities. Therefore, everyone must all follow the car rider procedures as outlined below:

AM

1. In an effort to maximize instructional time, at 7:00 a.m. students may enter the building and go directly to the café. At 7:10 a.m., staff members will be outside, and drop-off will begin.
2. Due to safety and/or liability concerns, **staff will not open and close car doors**, staff will not walk across or around cars to let students in/out of cars on the driver side. **Students need to exit the car from the passenger's side** and parents must be in the **car line** to drop children off. Please remain in the carpool line to exit the school grounds; please do not pass other cars to exit the school grounds.
3. Students should exit the car from the **passenger side**, so they are closer to the sidewalk and not in the car lane. If your child is unable to exit on the right because of a car seat, **we ask that you get out of the car to supervise your child crossing in FRONT of your car.**
4. **Students may not be dropped off in the parking lot.** Any student not being dropped off in the car line, parents must park, and the student must be **walked by the parent across the crosswalk** to the sidewalk.
5. If your child is not in class by **7:50**, he/she is considered tardy. You must park and come into the school to sign your child in. Students may not sign themselves in.
6. If your child plans to eat **breakfast** at school, please make sure they arrive **no later than 7:35am.**
7. If you must come into the school, please park in a regular parking space, not along the sidewalk. However, visitors to the building will be limited to the lobby (2 families at a time) and parents may not walk students to class due to health and safety guidelines.

PM

1. Afternoon announcements begin at 2:15 p.m. and staggered dismissal begins shortly thereafter (car riders, walkers, buses, daycare, ASP).
2. Display the **PINK** car rider tag on your dash (in the front window on the passenger side) so that it is clearly visible to the staff on car duty. Staff will get your child to your car. **If you do not have the proper car rider tag, your student will not be called outside.**
3. Due to safety and/or liability concerns, **staff will not open and close car doors**, staff will not walk across or around cars to let students in/out of cars on the driver side, **students need to enter the car from the passenger's side** and parents must be in the **car line** to pick students up. Please remain in the carpool line to exit the school grounds; please do not pass other cars to exit the school grounds.
4. If your child is not picked up by **2:40**, they will automatically be placed in our After-School Program (ASP) and you will need to pay the \$7.00 fee for that day (plus the \$10.00 registration fee unless it has already been paid). Staff members have meetings and other duties and cannot supervise children after 2:40 unless it is for a designated activity.

Please understand that we will make every effort to have the car line move as quickly as possible. Thank you in advance for your cooperation. ☺