

Car Rider Procedures *These procedures have been designed to keep our students and staff safe. Please exercise patience and flexibility by following these simple expectations:*

Car Rider Arrival Procedures:

- * Please follow directions from staff on duty.
- * Students who arrive by car are to remain in the car until greeted by a staff member starting at 8:00AM
- * All parents dropping off children need to line up at the curb around the front parking lot. Please do not let your child get out of the car without assistance from a staff member! Keep in mind that several cars may be moving through the parking lot, and we want to keep your child safe.
- * Please stay behind the car in front of you, and do not pass other cars. Do not pull out of line. (This is to ensure the safety of all students).
- * Please be conscious of others by assuring your child is ready to exit the vehicle on the passenger side doors.

If your child misses the bus, they still need to wait until 8:00AM to enter the building through the car rider entrance/door 6. Students arriving to school after the 8:15AM are considered tardy and will need to be escorted to the main office by parent/guardian.

PLEASE NOTE: There is **NO SUPERVISION** available in the building for students who arrive before 8:00AM. *Please do not leave your child unattended.*

Car Rider Dismissal Procedures:

- * Please follow directions from staff on duty.
- * Stay in your car and wait for the teachers to bring the students to you. Do not leave your car as this will hold up traffic flow.
- * Dismissal for car riders starts at 2:45PM.
- * Please stay behind the car in front of you, and do not pass other cars. Do not pull out of line.
- * Students who are not picked up by 3:10PM will be brought to the office area. Parent/guardian will need to enter the building and show a photo ID in order to pick up your student.

Transportation Changes

If your child's transportation is changing to car rider status for the day, please send a note or email/fax to the school. **Email/fax must be received by 1:30pm** in order for the teachers to receive the change. Mrs. Mitchell's email is EMitchell@pike.k12.in.us and Mrs. Moore's email is BLMoore@pike.k12.in.us. Our fax number is 317-298-0686. Be prepared to show your identification. If you are unable to get the information to the school by 1:30pm, you must arrive prior to dismissal (2:45) in order to retrieve your child.