

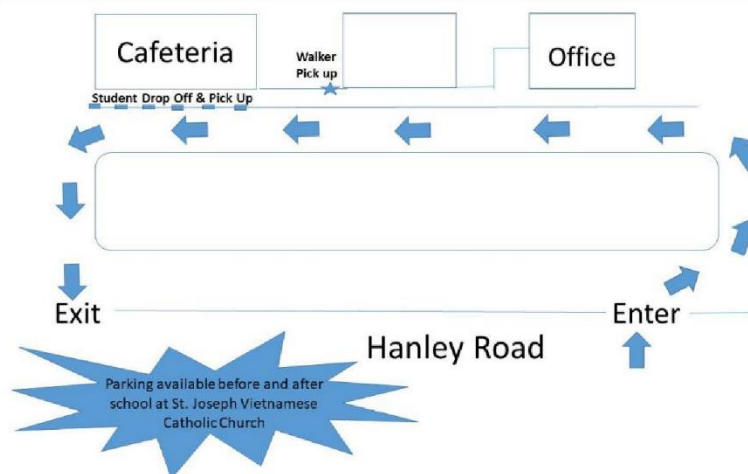
**CAR RIDER INFORMATION:** Please help us to keep our children safe by following these directions:

**Morning Arrival Procedures:** Staff will be on duty at 7:10 to help your child get to breakfast. If your child is not eating breakfast, please **do not drop off your child any earlier than 7:10** as there will not be staff available to supervise children. Circle around the car rider lane. Move up as far as possible in drop off lane. **Parents are to remain in their cars at all times and continue to pull forward until you reach the end of the sidewalk.** Due to the safety of our students, all students will enter through the cafeteria. If you need your child escorted, we will have adults and student patrols that can help walk your child to the classroom. There are limited parking spaces on campus. If you need to come to the office during arrival or dismissal for any reason, please park along the fence next door in the St. Joseph Vietnamese Catholic Church parking lot. That is the only parking that will be available. **Parents and visitors will not be allowed on campus during arrival time.**

**Dismissal Procedures:** All students will be dismissed starting at 1:55 (Mondays – 12:55). Car riders will be dismissed from the cafeteria. Staff will direct students to the appropriate car. **Parents picking up students in cars need to remain in cars at all times and continue to pull forward.** Car riders will be provided with a tag to display from within car. A temporary tag is enclosed with this mailing. Please write your child's name on this tag and display it in your car window. **After the first day, car riders will be provided with a tag to display in the car daily in order for their child to be picked up. Please be prepared to park your car, report to the office, and show ID if you do not have your car tag daily.** This policy will help to ensure the safety of all students. Adult staff and patrols will help get your children in the car. **Parents are not to stand on the sidewalks in front of the building waiting for their children. Walkers** will be dismissed to the front of the school. Anyone crossing Hanley Road must do so with the assistance of the Crossing Guard, at the Pedestrian Light by our exit drive. Please make sure your child knows which way to exit the campus, and the route home. **If you walk to pick up your child, please wait outside of the school walker gate, under the awning. Please line up along the white chain & poles to help keep a clear path on the sidewalk. Please do not pick up your child as a walker if you are in a vehicle.**

**Early Release Dismissal Procedures:**

Early Dismissal is at 12:55 every Monday. Enclosed in this packet is information regarding early release. It is the parents' responsibility to pick-up their children on time, as early release days are designated for teachers to have time to complete work which cannot be done when they are supervising students. Please make sure you have indicated how your child will be picked up on early release days.



**Crossing Guard:** Anyone crossing Hanley Road needs to do so at the Crossing Light and wait for the Crossing Guard to stop the light. Your cooperation with this is extremely important in maintaining the safety of all children.

**Parking:** Unfortunately, we have limited visitor parking. If you wish to park and walk with your child in the morning, please park in the church parking lot on the South side of the school. **No one will be allowed to park in front of the school during morning arrival or at dismissal.**