    **CAR RIDER UNLOADING-AM**

The loading and unloading zone is located at the **front of the school.** Your child’s safety is our utmost concern. By following these procedures, we will be able to handle arrival and dismissal of students safely and quickly.

1. The designated pick up/drop off zone will be located from the orange cones in front of the school back to the corner of DeLeon and Brevard.
2. Always let the student out on the right hand side of the vehicle next to the sidewalk.
3. Drive slowly and do not exceed 5 mph.
4. **Please do not unload at any other location**. This includes the back of the school or the road by the gym. Visitor parking is available in the area west of the orange cones or in the parking lot on the northwest corner of DeLeon and S Boulevard.
5. **Tardy students must be accompanied by an adult to the front office and be signed in.**

**CAR RIDER LOADING-PM**   

1. Pull up and remain with your car along the curb directly behind the orange cones. **Do not double park,** we will not allow students to enter cars in an unsafe manner.
2. Your child will be brought to you by an adult or a patrol.
3. If you wish to leave your car unattended, please park west of the cones, in the parking lot on the northwest corner of DeLeon and S Boulevard or on an appropriate side street. The owners of the vehicles which are left unattended in the designated pick up/drop off zone will be issued a reminder letter on the windshield of their vehicle.
4. Please do not block the flow of traffic. If your child is late and the cars behind you have already loaded and are ready to leave, you should continue to pull your car forward until you reach the orange cones.
5. When your child’s means of transportation changes, **a written note must be provided to the office** prior to 9:00 A.M.

**Thank you for your cooperation in this matter. If you have any questions regarding this procedure please call Gorrie Elementary at 276-5673.**