

## *Carolina Forest Elementary*

### Morning Drop Off & Afternoon Dismissal Procedures

- Our school day begins at 7:25 am.
- Students not in their classroom before the 7:35 am tardy bell are considered late and will receive a tardy slip. If students are in the hall when the 7:35 am tardy bell rings, they will be asked to go to the office to get a tardy pass. We encourage all students to be in the building before 7:20 am.
- When entering the school for official school business, park only in assigned parking spaces. **Do not park** in the loop, staff parking lots or in the reserved spots that are assigned to staff members.
- **Between 7am and 7:35am, please do not park and walk your student inside or park and let your child walk in by themselves. Do not pull into the Staff parking lot and drop off your student there.** These are not our procedures. Parking and pulling out of parking spaces also holds up our drop off vehicles as it backs up exiting traffic. Please stay in your car and use Lot 1 or Lot 3 for drop off.

Lot 3 should be used by cars traveling with the flow of traffic coming from Ten Oaks side of Carolina Forest Blvd. Cars will be turning right into Lot 3. Cars should not be turning left across traffic into Lot 3.

Lot 1 should be used by cars traveling with the flow of traffic coming from the Hwy 501 side only. Please use lot 1 and exit at the light.

- Duty attendants have been placed along the sidewalk areas to supervise and expedite students getting in and out of cars. Please follow their directions. Do not drop off students unless an attendant is present in the area.
- Parents/Guardians are asked to pull completely forward to the next available number using the entire loop to increase the number of cars which can unload.
- Parents are asked to eliminate distracters and increase safety by:

- a. Eliminating the use of cell phones during drop off & pick up.
- b. Place your car in park during drop-off & or pick up.
- c. Make certain your child is ready to unload prior to arriving at school. (Bookbag, hugs, good-byes, breakfast, etc.)
- d. Having your child exit only by using the **passenger side** of the vehicle. (Facing the sidewalk)
  - Arrive prior to 7:15am if possible in order to facilitate the unloading of more than 400 car riders each morning.
  - **DO NOT** use LOT 2 : This is for Busses Only and Staff Parking.
  - Please assist us with increasing safety during afternoon dismissal by displaying your car rider tag prominently on your dashboard or visor. The front office can provide additional tags if needed. Only those cars with tags will be allowed to pick students up in the line. Others will be asked to park and visit the office with identification for verification. This is for the safety of all students.
  - **Cars should not start to line up for pickup until 2pm.** Cars should line up in a single line and should NOT park or idle in the loop until the dismissal bell rings. We need emergency vehicles to have access to our building during the school day. Once the dismissal bell rings, cars may proceed. Cars are to remain in the line and proceed to the drop off area when dropping or picking up students unless parents are visiting the office or on official school business.
  - Parking and walking up to the dismissal area to pick up your child/children is prohibited and not our procedure. You must stay in your car and follow the car rider procedures above.
  - Parking in the staff parking lot or visitor lot and letting your child out of the car at drop off is prohibited.
  - No students will be dismissed from school between 2:00pm and 2:30pm. This is a very busy time for our front office in preparation for dismissal.
  - All changes in transportation must be done in writing and given to your child's teacher. If you have an **emergency** change of transportation,

please email us at [CFETransportation@horrycountyschools.net](mailto:CFETransportation@horrycountyschools.net). Prior to 1:00pm. You will receive an email reply to confirm transportation changes made through the email. **Again, this email is set up for emergencies only. This email is not to be used for daily/weekly transportation changes. No transportation changes will be made after 1:00pm.**

- **No cars should be in the staff parking lot waiting to pick up students that are dismissed to the Kindergarten playground as “walkers”.**

**This is NOT our procedure.** If you are picking up a student by vehicle you must use Lot 1 or Lot 3. All students that are “walkers” should be walking to their home. If you do not want your child to walk home alone, please pick up your student as a car rider in Lot 1 or Lot 3.

- Canterbury Walker’s traffic light schedule. Please use the schedule below if your child will walk across from Canterbury with the security guard.

**Please tell your child that they should not walk across the street without the security guard.** When walking towards the school, your child should walk around the gated loop and not cross the road by the flag pole.

#### SECURITY CROSSING GUARD SCHEDULE

- a. 7:00am
- b. 7:10am
- c. 7:20am
- d. 7:30am

- All students are to be picked up by 2:50pm. Students not picked up by 3:00pm will be sent to CFE Cub Camp After School Care for supervision at a cost of a \$15.00 per child drop in fee for that day. The second time they have to go to Cub Camp, a registration fee of \$30.00 per child will be required along with the \$15.00 per child drop in fee.

If your child is scheduled to attend Cub Camp, and a change is not made prior to 1:00 p.m. that day, a Cub Camp Fee will be charged, regardless of the time your child is picked up. If your child is scheduled for Cub Camp we cannot call them to Lot 1. You will need to come in to the cafeteria to pick them up from the Cub Camp Director.

**Please help us by following our school procedures which shows our children how to be Ready, Responsible, and Respectful.**