

**DAISY ELEMENTARY
MORNING DROP-OFF AND AFTERNOON PROCEDURES
FOR CAR RIDERS**

1. Cars are to remain in the line and proceed to the drop-off area when dropping off or picking up students unless parents are visiting the office on official school business;
2. When entering the school for official school business park **only** in assigned parking spaces.
3. Duty attendants have been placed along the sidewalk areas to supervise and expedite students getting in and out of cars – please follow their directions explicitly;
4. Parents are asked to pull completely forward during morning drop-off using the entire length of the sidewalk to increase the number of cars which can unload;
5. Parents are asked to eliminate distracters and increase safety by:
 - a. Eliminating the use of cell phones during drop-off and or pick-up;
 - b. Place your car in park during drop-off and or pick-up; and
 - c. Make certain your child is ready to unload prior to arriving at school (bookbag, breakfast, etc.).
6. Arrive prior to 7:15 if at all possible in order to facilitate the unloading of all car riders in a timely manner; and
7. 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 for verification – this is for the safety of all students.
- 8. All students are to be picked up by 2:45 p.m. Students not picked up by 2:55 PM will be sent to Daisy Elementary Kid Care for supervision at a cost \$12.00 per day drop-in fee.**