

LORIS ELEMENTARY

MORNING DROP-OFF AND AFTERNOON PROCEDURES FOR CAR RIDERS

1. Parents who drop off in the parking lot, must park in a designated parking spot and walk the student(s) across to the sidewalk directly in front of the building using the designated cross-walk area.
2. 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;
3. When entering the school for official school business park **only** in assigned parking spaces by following the driveway completely around and entering parking areas where appropriate;
4. 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;
5. 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;
6. 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 sidewalk to unload.
7. Arrive prior to 7:15 if at all possible in order to facilitate the unloading of more than 300 car riders each morning; students will be marked tardy if they arrive at 7:30 and will need to be signed in.
8. 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. Students who are signed-out before 2:30 are considered tardy.
9. Parents may not pick up students in the front office during dismissal. No students will be released from the front office between 2:15-3:00. If a parent comes in they will have to wait until 3:00 when students are sent to Kid Care.
10. **All students are to be picked up by 3:00 p.m. Students not picked up by 3:00 p.m. will be sent to Loris Elementary Kid Care for supervision at a cost \$15.00 per day drop-in fee.**