

# OCEAN BAY ELEMENTARY CAR RIDER PROCEDURES

Please review the following information in regard to morning and afternoon car rider procedures.

## Good Morning Ocean Bay (Morning Drop-Off Procedure)

1. Arrive for drop-off **no earlier** than 7:00 a.m. **Students should remain in cars until staff members are outside for duty.**
2. Stay in the right-hand lane and keep moving forward until traffic stops. .
3. When traffic stops anywhere between the “Drop off Starts Here” sign and the teacher on duty at the end of the sidewalk, have your child exit the car on the right side. The student will walk along the painted dolphins on the sidewalk, so they are not too close to the cars. Please give a quick hug or kiss and have backpack and other school supplies ready to go with your child. Parents please remain in your cars.
4. If you are the first in line after a group of cars has dropped off, please pull as far forward as possible before you stop to let your child out.
5. If you have to walk your child to the front office, pull into school in the left hand lane, park in a designated space and walk your child to the front door when the attendant directs you to do so. **Do not leave your child unattended to walk from the parking lot to the school.**
6. **ABSOLUTELY NO PARKING IN THE GRASS ON INTERNATIONAL BLVD. AND CROSSING THE DROP OFF TRAFFIC WITH YOUR CHILD. THIS IS DANGEROUS AND IMPEDES THE MOVEMENT OF THE CARS.**
7. Please no cell phones while dropping off your child until you are off school property.

## Good Afternoon Ocean Bay (Afternoon Pick-Up Procedure)

1. Pull around in the right-hand lane and turn your engine off.
2. Please make one line in the right-hand lane, do not block the left-hand lane at any time. You must have your sign with your child’s name displayed in the front of your window.
3. All cars should stay in a single line until the attendant has called your child for pick up, then two lanes should be formed as directed.
4. When you are in the designated loading area, please turn your engine off and **wait in your car** for your child. The attendants will ensure that all children get in the appropriate cars. Having additional adults walking around the cars or on the sidewalk is confusing to the children and also slows down procedures.
5. When your child is safely in your car, please have them strap in and when traffic is directed to move, turn your car on and exit slowly alternating each lane as you leave the pickup area and merge into one lane.
6. We understand that waiting in the pick-up line is a good time to make phone calls, but when the students are released and cars start to move, please hang up your cell phone.

**Thank you in advance for your help in making our morning and afternoon car riders as efficient and safe as possible.**