

Car Rider Arrival Procedures

- Students are not to be dropped off prior to 7:00 a.m. Doors will be unlocked and supervision will be available at 7:00 a.m. each morning at Riverside Elementary.
- Students are not to be dropped off in the parking lot.
- Parents are to remain in the car line and drop students off in the appropriate areas where there are duty attendees from 7:00 a.m. until 7:30 a.m. We prefer parents not park and walk their children in the building unless they have official school business, an appointment with their child's teacher or have a student in our Pre-K/CD program. This helps keep safety and order. Should a parent walk a child into the building, they must enter through the front office and sign in with the receptionist before going to the child's class. You must also exit through the office.
- Car riders must arrive no later than 7:25 a.m. in order to get to their classrooms, unpack, and be prepared for instruction at 7:30 a.m. Car riders arriving after 7:30 must be signed in by a parent or guardian – no exceptions. Supervision will end at 7:30 as staff members on duty have to report to classrooms.
- Students **getting to class** after 7:30 will be recorded as tardy. Parents will be required to conference with school administrators to design and implement an Attendance Intervention Plan (AIP) for students who are tardy more than 10 times during the school year in the a.m. and/or p.m.
- Maintain posted speeds, follow traffic attendants' signals & posted signs in the parking lot and driveway areas at all times.

Car Rider Dismissal Procedures

- **Parents must remain in the car line for pick-up.** Students are not dismissed from the office after 2 p.m. At no time, should parents park and walk in to pick up their child, unless they have official school business or an appointment with their child's teacher. Parking and walking over to pick up children creates unsafe conditions for staff members, parents, and students. Please use the life skill of patience during afternoon pick-up. If you have a scheduled appointment off campus, that creates the need to pick your child up. Please arrange to get to school early so that you will be in front of the line. **Helpful Hint:** *Parents begin lining up at approximately 1:30 in the pick-up line.*
- Please remember to use the nameplate provided to display your child's name and grade in the front windshield of your vehicle. This assists us in alerting your child to get ready for pick-up.
- **ELIMINATE DISTRACTIONS AND REMAIN ALERT AT ALL TIMES:** Please make every attempt to eliminate distractions that create unsafe conditions for staff members and students. Distractions include but are not limited to cell phone use and unrestrained animals/pets. **It is against school policy to use cell phones during drop-off and pick-up.**
- Place your vehicle in park when waiting for children to load.
- Maintain eye contact with staff members on duty. Do not try to locate your child or motion for your child to come to your vehicle– we will locate your child and get him/her to your vehicle.
- Maintain posted speeds, follow traffic attendants' signals & posted signs in the parking lot and driveway areas at all times.

Thank you for your cooperation and for assisting us in providing a safe and secure environment for the staff, students, and parents of Riverside Elementary. Please feel free to call the school with any questions and/or concerns at 399-8800.