

## Eden Elementary School Student Drop Off/Parent Pick Up Information

Dear Families:

Our student car rider procedures are designed to maintain a safe and orderly arrival and dismissal for you, our students, and our staff. The following guidelines provide a general awareness to all involved as well as provide information that will help expedite the process.

### **Safety Rules:**

- \* Adhere to a slow limit while in the school parking lot.
- \* Refrain from using cell phones while in the car rider line.
- \* Attend to your vehicle at all times. If you must leave your vehicle, please use an official parking space.
- \* Listen to school personnel for directions.
- \* Always be on the lookout for others.
- \* Cross only at the cross walk if you are bringing your child into the building.

### **In Advance of Using the Car Rider Line:**

- \* Obtain your Car Rider Sign to display in the windshield of your car each time you pick up your child. Numbers are available in office. Multiple tags can be issued if needed up to four. For security purposes, it is essential that all cars use Eden pick up tags.

### **Student Arrival Directions:**

- \* All students must be supervised and school supervision is provided beginning at 7:15 AM. Doors remained locked until 7:15 AM
- \* Please have your student prepared so that they can get out of the car at the appropriate time and keep the traffic flowing.
- \* We encourage students to be IN CLASS at 7:50 AM. They are tardy at 8:01 AM.

### **Student Dismissal Directions:**

- \* Dismissal begins at 3:00 PM. All students will be waiting in gym.
- \* Parents will remain in cars and form a line going around back of school on left, careful not to block drive for buses
- \* You must have your student sign displayed. (If you lose your tag, please park. Check with office for replacement tag, then get back in the pick up line to pick up your student.) Students will not be dismissed without tag.
- \* Buses will load first and then pick-ups
- \* Please pull all the way up to the last gym door to allow us to load the maximum number of cars at one time.
- \* Please do not go into office and ask for your child to be pulled from the car rider line. If you need to pick up your child early arrangements must be made before 2:00 PM.
- \* If going to be late prior arrangements MUST be made with office

**We ask for your focus and patience as new parents and students learn the procedures. Please remember that traffic is always heavier at the start of the school year so plan your time accordingly**