



# MONTPELIER ELEMENTARY SCHOOL

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## ARRIVAL & DISMISSAL PROCEDURES for CAR RIDERS for NEXT YEAR SY22-23

The safety of our students during arrival and dismissal is of utmost importance. In an effort to maintain a safe arrival and dismissal, new procedures will be implemented for morning drop off and afternoon pick up. **If your child will arrive at school by car and/or go home in a car every day, please review the procedures below.**

### DEFINITION:

**CAR RIDER:** A car rider is a student who is dropped off in the car loop each morning and/or is picked up from the car loop in a car *every day*. **Car loop will be in front of the school for SY22-23 school year.**

### Morning Drop Off

- Cars are to pull to the end of the car rider lane.
- Do not stop in crosswalk and do not pull around cars.
- A staff member will be directing traffic so follow their directions.
- Students may exit cars, top lane. Staff will guide them across to the steps.
- Students may enter the building through the front door beginning at 9:00 AM.
- Drivers are to remain in their cars. No drivers are to get out of their cars.

### Afternoon Pick Up

- Students that go home in a car *every day* are considered “car riders.” The car rider lane is established for all parents/guardians that will pick up children in a car *every day* from school.
- Parents/Guardians must complete one Car Rider Form (attached) per family; this form identifies the individuals with permission to pick up the child(ren) from the car loop at dismissal. Once the Car Rider Form is received, a numbered Montpelier Car Rider Tag will be issued to the family.
- Each driver must display the **Montpelier Car Rider Tag** in the front right of their windshield.
- Car riders will line up in order in the car lane - blocked off by cones and monitored by staff.
- In the car lane, drivers stay in their cars.
- Drivers pull to the far end of the car lane where staff will escort your child to your car to load.
- In the event that the Montpelier Car Rider Tag is not displayed, the driver will need to return when the lane has the majority of students loaded so we can verify with the front office who is picking up the student.
- **Students need to know their car rider # as this is how they will be released from the building.**