



## Car Rider Procedures 2024-2025 Clarkdale Elementary School



**Car Rider BAR CODES are available for pickup by the enrolling adult with proper ID.**

For the safety and security of everyone, drivers must all follow the car rider procedures as outlined below:

### AM

1. In an effort to maximize instructional time, at 7:00 a.m. students may enter the building and go directly to the café. At 7:10 a.m., staff members will be outside, and drop-off will begin.
2. Due to safety and/or liability concerns, **staff will not open or close car doors**, staff will not walk across or around cars to let students in/out of cars on the driver side. **Students need to exit the car from the passenger's side** and parents must be in the **car line** to drop children off. Please remain in the carpool line to exit the school grounds; please do not pass other cars to exit the school grounds.
3. Students should exit the car from the **passenger side**, so they are closer to the sidewalk and not in the car lane. If your child is unable to exit on the right because of a car seat, **we ask that you get out of the car to supervise your child crossing in FRONT of your car.**
4. **Students may not be dropped off in the parking lot.** Any student not being dropped off in the car line, parents must park, and the student must be **walked by the parent across the crosswalk** to the sidewalk.
5. **The car rider line will conclude promptly at 7:45am.** If you arrive after 7:45am, you will need to park, and your student must be escorted into the building.
6. If your child is not in class by **7:50**, he/she is considered tardy. You must park and come into the school to sign your child in. Students may not sign themselves in.
7. If your child plans to eat **breakfast** at school, please make sure they arrive **no later than 7:35am.**
8. If you must come into the school, please park in a regular parking space, not along the sidewalk.

### PM

1. Afternoon announcements begin at 2:10 p.m. and staggered dismissal begins shortly thereafter (walkers, car riders, daycare, buses, ASP).
2. Display the car rider **BAR CODE** on your dash (in the front window on the **passenger side**) so that it is clearly visible to the staff on car duty. Staff will get your child to your car. **If you do not have the proper car rider bar code, your student will not be sent outside.**
3. Due to safety and/or liability concerns, **staff will not open or close car doors**, staff will not walk across or around cars to let students in/out of cars on the driver side, **students need to enter the car from the passenger's side** and parents must be in the **car line** to pick students up. Please remain in the carpool line to exit the school grounds; please do not pass other cars to exit the school grounds.
4. If your child is not picked up by **2:40**, they can only be placed in our After-School Program (ASP), if they are **pre-registered for ASP**. You will need to pay the \$20 registration fee plus the \$10.00 fee for that day. Staff members have meetings and other duties after school and may not be available to supervise children after 2:40 unless it is for a designated activity.

Please understand that we will make every effort to have the car line move as quickly as possible, so please pull forward as close as possible. Thank you in advance for your cooperation. ☺

**For the safety of all students, staff, and parents, please refrain from using cell phones during morning drop off and afternoon pickup.**