

Morning Car Rider Procedures

To ensure the safety and welfare of all of our students at Cotton Belt Elementary School, we are asking that all drivers be extremely cautious when driving in the school zone. As always, the first few days of the school year are going to be hectic during arrival and departure times. In order for us to ensure the safety of our students, we ask each of you to follow the guidelines listed below.

When should students arrive to school?

All car riders should report to school between 7:15am and 7:45am. Doors will not be open before 7:15 are there is no place for students to safely wait. The tardy bell rings at 7:45am. 4K students cannot arrive before 7:15am due to supervision.

Where do students go upon arrival?

All students will report to their assigned classroom upon arrival.

What are the correct procedures for unloading in the morning?

All car rider students must be dropped off at the front of the building for their safety. In the past, parents have been allowed to park in the front parking lot and let students cross the car line at the crosswalk or walk their child to the front doors. This school year, to accommodate proper social distancing, we are asking everyone to remain in their cars and come through the drop off line.

Please do not park in the parking lot and let your child out to cross the cross walk into the building. Due to enhanced safety procedures, parents will not be allowed to walk students to their classrooms as we typically allow the first week of school. As this is a tradition, we understand the concern this may cause many parents, especially those of our younger students. Please know that we have extra staff on duty prepared to love your child, calm any nerves they may feel, and help them get safely and comfortably down to their classrooms. In addition, we are providing Meet the Teacher sessions in advance of full re-opening so that students can become familiar with the location of their classrooms and get to know their teachers.

PreK/4K Students:

Mrs. Stephenson and Mrs. Sandifer will be located under the covered walkway at 7:15 to assist in removing your child from the car. PreK students must not be dropped off before 7:15 am.

Important Reminders:

- All car rider students must enter through the front doors of the school.
- Absolutely no parking in the *Loading/Unloading Zone*.
- Absolutely no cars are allowed in the *Bus Loading/Unloading Zone*.

We know the safety of our students at arrival time depends on how everyone acts and reacts to our procedures. We ask for your patience, understanding and commitment as we continue to keep the safety of all children our top priority.

Afternoon Car Dismissal Procedures

To ensure the safety and welfare of all of our students at Cotton Belt Elementary School, we are asking that all drivers be extremely cautious when driving in the school zone. As always, the first few days of the school year are going to be hectic during arrival and departure times. In order for us to ensure the safety of our students, we ask each of you to follow the guidelines listed below.

What time is afternoon car dismissal? PreK and Kindergarten car riders will exit the building at 2:00pm. Car riders in grade 1 will exit at 2:05. Car Riders in grade 2 will exit at 2:10. Car Riders in grade 3 will exit at 2:15. Car Riders in grade 4 will exit at 2:20. If you have multiple children in different grades, please arrive at the youngest child's time. This will hopefully help us with social distancing and keep the car rider line moving smoothly. *We will dismiss the older students with your younger child.

All car riders should be off campus by 2:45pm. No supervision is provided for car riders after 2:45pm. Once car riders have exited the building, they will not be allowed back in the building unless they have approval from a staff member on duty.

What are the procedures for receiving your child(ren) during afternoon car dismissal?

Please remember that we are not allowing parents to park and walk up to meet their children in the parking lot area like we have done in the past due to social distancing guidelines. Please remain in your car in the car rider line. On the back of this information, you will find a car rider tag for your student(s) which must be prominently displayed in your car windshield during pick up from the PM car rider line. Please write your child(ren)'s name larger enough to be read from a distance in black marker. If you do not have a car rider tag displayed, you will be asked to park and come to the front lobby with identification in order to dismiss your child. All transportation changes must be made in writing. Students will be escorted to their parent's vehicle by a staff member.

Important Reminders:

- All car riders will be picked up at the front of the school only.
- No vehicles are allowed in the *Bus Loading/Unloading Zone*.
- **For student supervision and safety, only staff members and students will be allowed on the front patio during afternoon dismissal.**
- Please remember to display the Cotton Belt Car Rider Sign with your child's name on the dash of your vehicle.

Thank you for your cooperation and assistance.