

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 car 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 7:05am and 7:45am. Students should not arrive at school before 7:05am unless involved in an early morning activity which is approved by the administration. The tardy bell rings at 7:45am. 4K students can not arrive before 7:15am due to supervision.

Where do students go upon arrival?

If students arrive before 7:30am, they must report directly to the gymnasium, where students will sit by grade-levels and engage in a studying or reading activity. At 7:30am, all students will report to their assigned classroom. No student will be allowed on the academic halls before 7:30am unless they have approval from the administration.

What are the correct procedures for unloading in the morning?

There are two options.

Option 1 The first option is to remain in your vehicle and drive in the single-file car line. Proceed in your vehicle toward the curb closest to the school. Your child should unload in the school's *Loading/Unloading Zone* which is located between the school's front main entrance and the short covered walkway at the right of the school. Again, unloading should only be done along the curb which is closest to the school. Faculty and staff members will be standing on the sidewalk in the front of the school to assist your child. **Option 2** The second option is by parking your vehicle in the front parking lot and accompanying your child to the painted crosswalk by the main front entrance. This is the only place that your child should cross the road. A staff member, will direct traffic to allow your child to cross safely at the painted crosswalk.

PreK/4K Students

PreK parents Mrs. Stephenson will be located under the covered walkway at 7:15 to assist in removing your child from the car. If you want to walk your child to the door under the covered area, please make sure that you park in a parking place and walk across the crosswalk. PreK students must not be dropped off before 7:15 am.

Important Reminders:

- All car riding students must enter the school through the front doors of the school.
- Parents that accompany their child(ren) into the school must sign-in and receive a visitor's pass from the main office.
- 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 as 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 car 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 2:10pm. Car riders in grades 1-5 are dismissed from school at 2:15pm. All car riders should be off campus by 2:40pm. No supervision is provided for car riders after 2:45pm. Once car riders have exited the building at 2:15pm, 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? There are two options.

Option 1 We ask that parents form a double-car-line during afternoon dismissal in the front of the school. Please remain in your vehicle if you are parked in the double-car-line. For faster service, we encourage you to display the Cotton Belt Car Rider Sign (which will be sent home) on the dash of your vehicle with your child's name printed on it. Our "announcer" can easily view the name/names which will allow us to get your child(ren) to you as quickly as possible. Your child(ren) will be escorted by a staff member to your vehicle. For the safety of everyone, do not pass other vehicles while in the double-car-line, even if you receive your child before the car ahead of you.

Option 2 Parents may park their vehicle in the front parking lot and stand on the island/median by the painted crosswalk. The island is located between the front parking lot and the double-car-line. As the children exit the front of the building they will be asked if they see their parents standing on the island. If they do see their parent, they will be allowed to walk across the painted crosswalk to their parent. Staff members will have the traffic blocked off as the children walk across the painted crosswalk. If they do not see their parent on the island, they will sit down by grade level on the patio in front of the main entrance and wait until their parent arrives or to 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. All parents/guardians will need to wait on the island or in the double-car-line for your child(ren).**
- Please remember to display the Cotton Belt Car Rider Sign (enclosed in this mailing) with your child's name on the dash of your vehicle.

Thank you for your cooperation and assistance.