

Morgan Elementary

Car Rider Procedure

We need everyone's help to make this a successful process, while keeping it safe and speedy. Each family that has a regular daily car rider, K-5, will get 2 car rider tags on the first day of school. This tag needs to hang from your rearview mirror to help with dismissal. Please review the following information and share it with those that might be part of this car rider procedure. Afternoon dismissal starts at 2:50 pm.

- 1) Have your car rider tag on your mirror for quick dismissal.
- 2) Pull into the extra lot across from our main lot for staging.
- 3) **Stay in your car at all times**, Mrs. James will come around to check car rider tags and or ID's
- 4) After you have been released to pull in front of the building, remain in your car, do not stop where your child is, they will come to you.
- 5) **If your child needs assistance with his/her seat belt, pull into the lot after your child is in the car. This will speed up the process for everyone.**
- 6) Remain in a single file line as you enter and exit the pick-up lines. **Do not pull around the car in front of you, unless we direct you to do so.** This will help keep everyone safe.
- 7) If your child is not outside for some reason, we will ask you to pull forward to allow other cars to proceed.
- 8) If you do not have your tag, have your ID ready, as you may be asked for identification before picking up your child.

For morning drop off, use the main lot, pull forward as far as possible and stay in the car. Students need to get out and walk up to the door by themselves. **If they need assistance, park in the parking lot and walk them to the sidewalk.** Doors open at 7:45am. After 8:15am students are considered tardy.