

## KUNKEL ELEMENTARY SCHOOL

### Car Rider Procedures

#### Morning Car Rider Procedures

Starting at 8:30 a.m., you may drop off your child in the drop-off loop. After 9:00, your child must be accompanied to the office through the main entrance (front of the building). Your child will be marked tardy.

- For drop-off in the morning, form a single line of cars beginning in the drop-off lane. Do not double park to drop-off your child as it is very dangerous to allow children to walk between cars.
- Please pull up as far as you can along the curb.
- **PLEASE SEE THE MAP BELOW.** Enter the parking lot from Lumber Street and follow white arrows.
- **PLEASE SEE THE MAP BELOW.** Please follow the red arrows when exiting the parking lot.
- Do not exit your car in the drop-off area. This backs up the drop-off line. If you need to exit your car, park in a visitor parking space.
- Students are to enter through the car rider drop-off entrance that enters into the cafeteria/gymnasium lobby.

#### Afternoon Car Rider Procedures

Students who are being picked up from school will be dismissed in a staggered schedule. Students in grades K-2 will be dismissed at 3:40 p.m. and students in grades 3-5 will be dismissed at 3:50 p.m.. If you have children in both grade brackets, please arrive at 3:50 p.m.. To help ease the traffic burden in the parking lot, parents should NOT arrive earlier than their child's dismissal time. At dismissal time, teachers will use the information on your Car Rider Card to call children to the pick-up area.

- Only cars with official John C. Kunkel Car Rider Cards will be allowed to pick up children. Only SCHOOL ISSUED cards will be accepted. If you do not have your assigned Car Rider Card you will be asked to report to the office in order to pick up your child. Photo ID will be required.
- **PLEASE SEE THE MAP BELOW.** Enter the parking lot from Lumber Street and follow white arrows.
- Please pull up to the curb to retrieve your child. Parents should NOT park and enter the building. Students will be dismissed from the cafeteria doors, also known as door number #2.
- **PLEASE SEE THE MAP BELOW.** Please follow the red arrows when exiting the parking lot.
- If your child is not available when you arrive at the car pick-up area you may be asked to pull ahead to wait for your child. This helps prevent excessive delays while teachers get your student to your car.
- To help with the flow of traffic, when possible, we ask that you only turn RIGHT in to and out of the parking lot. This will help ease the issue of cross traffic.

While waiting in line:

- Please remain in your vehicle as you will need to move up frequently.
- Please pull up as far as you can along the curb and close to the car in front of you.
- Please do not form a double lane. We will process cars in a single lane.
- When you arrive, staff will use walkie-talkies to get students from inside. Your child(ren) will come out to your car. We ask that you remain in your vehicle.

Your number cards will be mailed to you. Please display one on the passenger side of your car and make sure it can be easily seen. Four additional cards will be sent home with your child in their backpack on the first day of school. Please distribute these cards to individuals who may pick your child up from school.

# New Traffic Patterns for Kunkel Elementary School

- Please follow traffic patterns at all times.
- All traffic to drop off or pick up students should turn into the school from Lumber Street.
- White Arrows denote incoming traffic, Red Arrows denote exiting traffic.
- For student drop-off, doors will not open until 8:30 am
- All students must be dropped off at the curb.
- Pickup will operate in 2 phases:
  - K-2 should arrive at 3:40
  - 3-5 should arrive at 3:50

