

Robert G. Reid Elementary School

Car Drop-Off and Pick-Up Procedures

- To keep our students as safe as possible during arrival and departure times, Reid Elementary will follow the drop-off and pick-up procedures below.
- As always, please **drive slowly at all times** through the driveway and parking lot.
- A note needs to be provided if your child will be a car pick-up in the afternoon.
- Arrival and dismissal areas will be staffed to help your child.

Morning Car Drop-Off

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

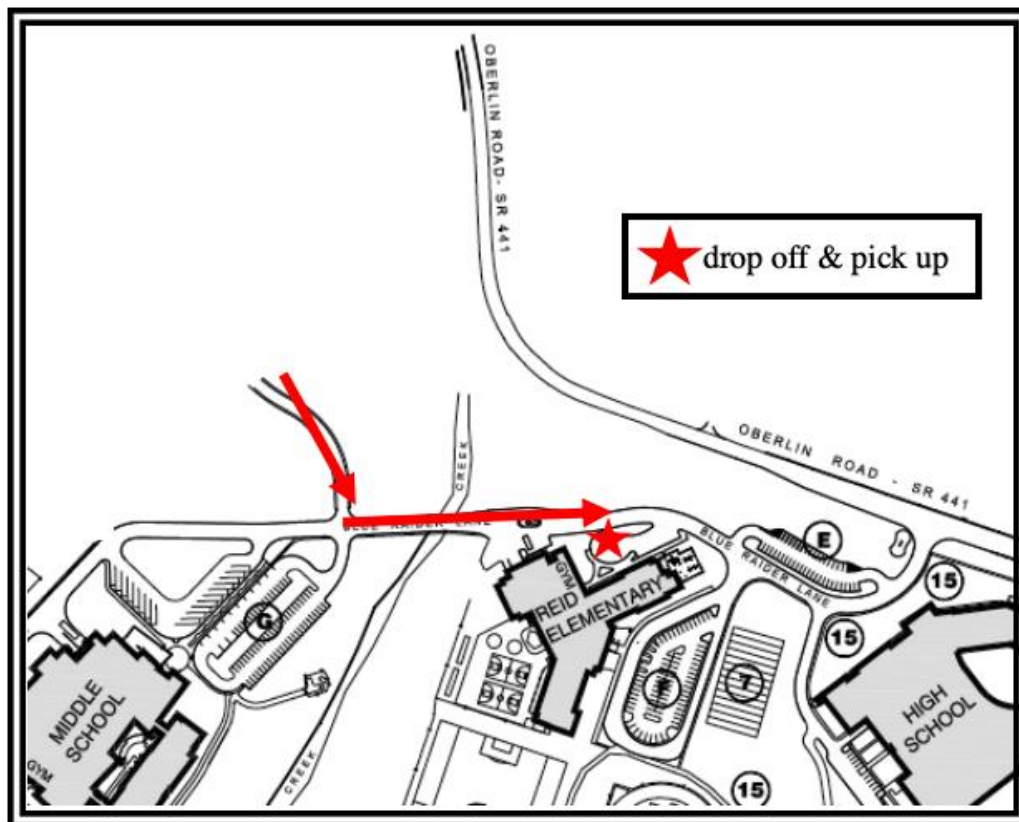
- In the morning, the car line may enter from Blue Raider Lane in either direction. This is different from the afternoon.
- For drop-off in the morning, form a single line of cars beginning in the drop-off loop. Do not double park to drop off your child, as it is very dangerous to allow children to walk between cars.
- Please pull up as far as you can along the curb.
- You may park in the designated parking area if you need more time at drop-off for whatever reason.
- Do not leave your car unattended in the drop-off area, even for a few minutes. This backs up the drop-off line.
- Do not block Blue Raider Lane. If you cannot immediately turn into our car rider loop, please wait in Blue Raider Lane until a spot in the line or parking area opens up.
- Students are to enter through door 9 which enters into the cafeteria/gymnasium lobby.
- If you need to enter the building, park in the front parking lot and enter through the main entrance.

Afternoon Car Pick-Up Number System

Students who are car pick-ups will begin being dismissed at 3:15 p.m. At dismissal time, teachers will cross reference assigned pick-up numbers on approaching cars to a list of students, and then call students to the pick-up area.

- Car rider numbers are assigned to each student. Only cars with official School-Issued Cards will be allowed to pick up children.
- If you do not have your assigned School-Issued Card you will be asked to go to the front office and pick up your child. Photo ID will be required.

- Make sure your child knows your car pick-up number. They can keep one of the cards with them in their backpack as a reminder.
- Students will be picked up at door 10. That is the door by the small playground and it will be clearly marked with parking cones until the procedure becomes routine.
- ****When picking up your child in the afternoon, you will be asked to not turn off Oberlin Road onto Blue Raider Lane as it will backlog traffic. Instead you will be asked to come in through Greenfield Drive. ****
- If you enter Blue Raider Lane you will be directed to the end of the pick-up line.
- As in previous years, you will still enter the pick-up loop pulling up to the pick-up area. Staff and parking cones will be set up to help guide you through the car line.
- 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.
- If you cannot turn into the car rider loop due to a backup of cars, please wait patiently as we will get through students as quickly as possible.
- ****We ask that all traffic leaving the school turns RIGHT onto Blue Raider Lane after pick up so that there is no cross traffic.****
- The following is a map that shows how you enter the afternoon pick up line:



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 file line.
- 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.
- The line will seem long at 3:15 p.m. However, once we start calling numbers and have students get in cars it does move quickly.
- The first week it may take a little while for everyone to get used to the routine, but once it is established we will typically get all students dismissed by 3:30 p.m.

Number cards are mailed to parents before the start of school. Please display one on the **passenger side** of your car and make sure it can be easily seen. Another one can be given to your child to keep in his/her backpack. Extra numbers have been included so you may share them with others who may pick up your child. A card is required to pick up your child. If you do not have it with you, you will need to go to the front office and sign your child out for safety purposes.

As always, we appreciate your partnership in the education of your children. We also appreciate your understanding and patience with this procedure to help keep all of our students safe.

Respectfully,

Dr. Amy Rehmeyer
Reid Elementary Principal