

Marguerite Vann Front Car Loading Procedures

Parents,

For every child's safety, please follow these procedures when dropping off and picking up your child in the front driveway.

The **back of the building** is used for bus, special needs (with permission only) and day care students only. Thank you for being respectful of this guideline. It is for everyone's safety.

Carl Stuart Road is **one way** moving WEST from 7:30am – 9:00am in the morning and 2:30pm – 4:00pm in the afternoon.

Our Goal is to unload and load everyone as safely and quickly as possible.

We will unload and load 4 – 6 cars directly in front of the building **at the SAME time.**

In the morning:

- **Be READY.**
- Have all papers signed, money given, backpacks packed, shoelaces tied, morning kisses and good-byes said when you pull up to the front of the building.
- Left lane of traffic is for dropping off and picking up. The right lane in the circle drive is for driving through or parking to come into the building.
- If you park, **you must walk into the building with your child** or come in to check him/her out before 3:00pm in the afternoon. Our preference is that you stay in the left lane and drop them off and pick them up. DO NOT park in the afternoon and walk up to get them out of the car rider's area, walking through the line of MOVING car traffic. **THIS IS NOT SAFE FOR ANYONE.**
- **Always pull up as close as possible to the white loading sign or the car in front of you.**
- We will unload the cars **directly in front of the building 4 – 6 at a time.**
- Help us keep the line moving in order to be sure that all children are in the building on time.
- Please try to get here between 7:55 and 8:05 at the very latest.
- We want all children to have time to be prepared for class to begin at the bell at 8:10am sharp. Students who come to their classroom after 8:10am ARE TARDY.

In the afternoon:

- **Keep your child's car tag in the driver's side windshield** of your car while driving through the front drive. It will help the duty teachers so much if you would hold it up as they look toward your vehicle. It is very difficult to see the tags while they are on your dashboard.
- Stay in the left hand lane to pick up your child.
- Drive up as close as you can get to the white loading sign or the cars in front of you.

- We will load the 4 – 6 cars in front of the building at the same time.
- **Refrain from texting or being on the cell phone during loading time.** We all need to give focused attention to loading ALL our children safely. Thank you.
- **BE PREPARED TO LOAD YOUR CHILD/CHILDREN** on the inside lane nearest the school building.
- Have car seats in the back behind the driver's seat for your school aged child who needs a car seat.

If you have an appointment with a teacher and need to park and come into the building please do so. For the safety of all our students; however, we will NOT load children into parked cars in the front lot between 3:00pm – 3:50pm and we ask that you do not, as well. It is not a safe practice.

Cars picking up **Ruth Doyle bus students** may park on the inside of the front drive and wait. Brothers and sisters of Ruth Doyle students will wait in the cafeteria and walk through the school to the cars in front of the building together. These busses do not arrive on our campus earlier than 3:45pm.