

CURBSIDE SERVICE FOR CAR RIDERS

We are pleased to provide supervised curbside services for our car riders! The goal of this service is to safely and efficiently welcome and dismiss our students each day. The success of this service depends on everyone following our procedures.

Car Rider Area - SOUTH entrance off of Keystone Parkway (refer to map). For safety reasons, parking and walking students up to or from the school is prohibited during arrival and dismissal. If you need to enter the building with your student, please park in the front lot and check-in at the office.

Entering the Car Rider Line - All cars must enter the line from Keystone Parkway, vehicles facing west, and then turn right into the school. Cars may not enter the line by turning left into the school from Keystone Parkway off of 159th St. It is recommended to use 21st to enter Keystone Parkway. **It is expected that all cars go to the end of the line on Keystone Parkway.**

Morning Arrival Procedures

- 8:25 - 8:44 AM Students may arrive. Students arriving before the first bell at 8:35 AM will be supervised inside the building.
- Cars pull up to the farthest west end of the curbside, near the cafeteria.
- Staff members are available to assist students out of cars as needed.
- Students must exit through the passenger side of the vehicle.
- Cars must remain in sequence and may not drive around cars that are unloading.

Afternoon Dismissal Procedures

School dismisses at 3:45 PM, **so we kindly ask that parents not enter the car rider line until 3:30 PM.** Arriving earlier than 3:30 PM increases the length of time the car line is backed up on city streets. The city appreciates our efforts in preventing a line of stopped cars on Keystone Parkway.

- 3:30 PM - A staff member begins entering cars into our electronic system, which assigns each vehicle to a numerical curbside location.
 - In order for this system to work, all cars must have the provided name sign displayed and each vehicle **MUST** remain in sequential order in line.
 - If a car enters the line without going to the end of the line, it is likely it will not be entered into the system, and the student will not be ready for pick up.
- 3:45 - 4:05 PM - Students are dismissed from class and car riders proceed to an assigned supervised location within the building.
 - Students are staged inside of the building and are sent out in groups according to the electronic roster.
 - Students load into their vehicles.
 - Cars remain stopped at curbside until a staff member signals it is safe to exit. Cars must remain in sequence while exiting.
 - Cars should park in the lot to assist students with seatbelts if needed.



K-5 Car Line

Please enter the line facing west only. Entering Keystone Parkway off of 21st St. works best. You may not turn left into the school off of Keystone Parkway during arrival or dismissal.