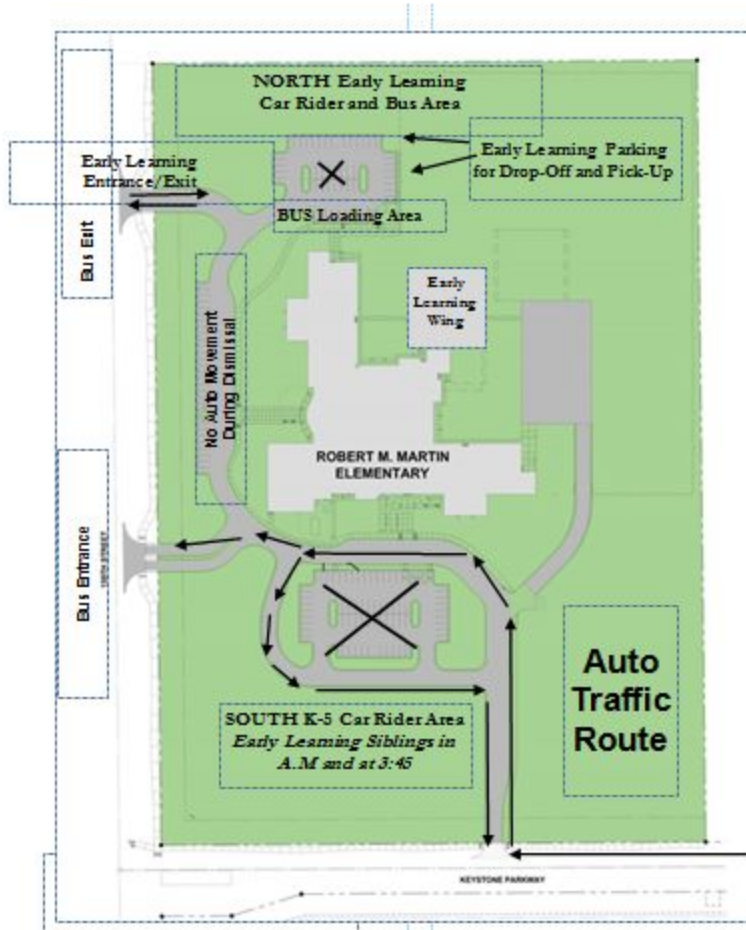


CURBSIDE SERVICE FOR CAR RIDERS

We are pleased to provide supervised curbside services for our car riders at Robert M. Martin Elementary! 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, which we sincerely appreciate.



Kindergarten - 5th Grade & Early Learning (Pre-K/EC) Students with Older Siblings at Martin (8:25 & 3:45)

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.**

Exiting the School – Cars may exit the school via Keystone Parkway or through the front of the school on to 159th St. We have a large number of walkers and bicycle riders that use the crosswalk just past the gym, so there may be times the exit to 159th St. is closed early in the dismissal process. Once the walkers and bikers are safely on their way, we will open up that exit. Cars may not drive through the front parking lot (bus area) and exit from the north.

Morning Procedures:

- 8:25 – 8:45 a.m. – Students may arrive at the SOUTH entrance.
- Students arriving before the first bell at 8:35 a.m. will be supervised inside the building.
- Cars pull up to the farthest west end of the curbside, near the cafeteria.
- A limited number of 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 who are unloading.
- Cones indicate the safe zone for unloading (approximately 13 cars at a time).

Afternoon Procedures:

School dismisses at 3:45, so **we kindly ask that parents not enter the car rider line until 3:30**. Arriving earlier 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.

- 3:40 – A staff member begins entering cars into our electronic system, which assigns each vehicle to a numerical curbside location (0-12).
 - ◆ 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 the line.
 - ◆ If a car enters the line without going to the end of the line, it is likely it will not be entered in the system, and the student will not be ready for pick up.
- 3:45 – 4:05 p.m. – Students are dismissed from class and car riders proceed to an assigned supervised classroom.
 - ◆ Students visit quietly and wait to be assigned a numerical curbside location.
 - ◆ The first group of 13 students (curbside spots 0-12) are lined up inside the building and then escorted outside.
 - ◆ After the first group is in place, other students are sent out as quickly as possible to line up at their locations. We have an alternate plan for inclement weather.
 - ◆ Cars remain stopped at curbside until a staff member signals it is safe to exit.
 - ◆ Cars requiring additional time to situate or locate children remain in line until vehicles are directed to move, and then stop at the cones just past the first curbside position. A staff member will help locate children as needed.

Early Learning (Pre-K/EC) Students Procedures

- Early Learning Students with Older Siblings at Martin
 - ◆ Morning Session: Arrive in regular car rider line on SOUTH side; Dismiss at NORTH parking lot
 - ◆ Afternoon Session: Arrive at NORTH parking lot; Dismiss in regular car rider line on SOUTH side
- Early Learning Students Without Older Siblings at Martin
 - ◆ Arrive and dismiss at NORTH parking lot

NORTH Parking Lot Procedures: Caregivers park and then walk to drop-off and pick-up. Staff members are present to assist. **For student safety, please park and walk along the perimeter only to prevent walking through the parking lot.**

Thank You!