

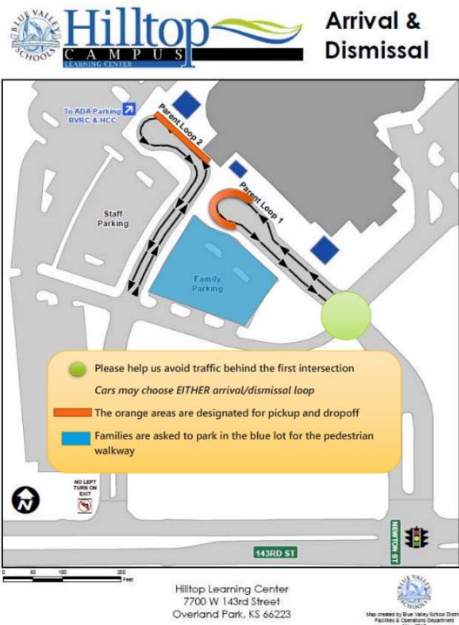
Arrival and Dismissal Car Loop Procedures 2019-20

Arrival

Cars will use either entrance to our campus and choose either car loop. Staff will be on duty during the times listed. There will be multiple unloading stations along the car loop. For safety and efficiency, families are asked to pull forward to the farthest available station and wait for a staff member to assist their children out of the car. When the children have exited from the first set of cars, that group will pull out together and the next set of cars will pull up.

	Arrival	Dismissal
AM	8:30 - 8:40	11:20 - 11:30
PM	12:30 - 12:40	3:20 - 3:30

This process will continue until all cars have been unloaded or until the end of arrival time, when the staff will need to enter the building to begin the school day. If you arrive outside of the listed times, simply walk your child into the building.



Dismissal

Cars will use either entrance to our campus and choose either car loop. As cars pull up to the marked loading stations, a staff member with a radio will announce your arrival during the time listed. A staff member will escort your child to the loading station and will buckle your child in the car seat. For safety, families will confirm that their child is secure before leaving. A set of cars will be loaded at one time, and should pull away from the curb as a group. **All children must be riding in an age-appropriate child safety seat.**

In order to use the pick-up line at dismissal, cars must have the school-provided sign in the front windshield. Our safety procedures do not allow us to dismiss a child into a car without this sign.

If you do not have a sign, please park and come into the building to pick up your child.

If you are walking in to pick up your child, please wait near the orange chairs in the lobby.

More Tips for a Safe and Efficient Process

- Our highest priorities are the safety of your children and the integrity of our school day.
- Please ensure that you have a child safety seat appropriate for your child's age and size. **We will not load a child into a car without an appropriate safety seat.** 3 year olds must be correctly buckled in an approved seat with a five point harness, while 4 and 5 year olds may ride in a booster seat. For more information, see http://www.kansasboosterseat.org/download/booster_flyer.pdf
- So that we can safely assist your child from the sidewalk, please place the child safety seat in **the back seat on the passenger side** when possible.
- Drivers should **remain in the car** while in line.
- In the car loop, parents must **remain single file** and **not pass any other cars** to proceed to an open loading station (unless directed by a staff member).
- **Please wait for the cars ahead of you** to load and pull away, even if your car is loaded.
- Please park and walk in if your child is struggling with the transition to or from school. If this is an ongoing concern, your child's teacher is happy to help you develop a plan to ease the transition time.
- If there are cars waiting for the first car loop, please proceed to the second car loop. **Do not block the intersection.**
- In the car loop, our staff members are focused on their safety duties. If you wish to visit with your child's teacher, please park and come into the building or schedule a mutually agreeable time.
- While busses use a separate entrance/exit, please be aware that they will share part of the drive lane with cars.

BASIC CAR SEAT SAFETY

Be sure to buckle up the right way on every ride!

SAFE KIDS WORLDWIDE

All children must use a car seat, booster seat or seat belt.

- My child always rides in a back seat and never in front of an airbag.
- Everyone in my car buckles up on every ride using the right car seat, booster seat or seat belt for each person's age and size.
- My child's car seat has all of its parts, labels and instructions and has never been in a crash.
- I follow the instructions for my car and my car seat so that my child is buckled in right and tight.
- My child's car seat has never been in a crash.
- I never leave my child alone in a car.



Use our online [Ultimate Car Seat Guide](http://www.safekids.org/ultimate-car-seat-guide) for information on all your car seat needs. www.safekids.org/ultimate-car-seat-guide

Thank you in advance for your positive attitude and good will for your fellow families! This will go a long way toward a smooth and stress-free time for all, and will help your child to have a good feeling about school.