

Car rider families:

Safety of our students and families is our number one priority. Your cooperation with our rules and procedures is paramount to ensuring everyone's safety. Please read carefully and assist us to make this process efficient and safe for all of our students.

**PLEASE NEVER DRIVE IN OUR CAR RIDER LINE WHILE ON YOUR CELL PHONE.**  
**THIS IS A MAJOR SAFETY CONCERN FOR OUR STUDENTS AND STAFF ON DUTY!**

**AM Drop Off: 8:40-9:00 AM**

1. We will open the doors and begin allowing students into the building at **8:40 AM**. We recommend that you drop off your students as close to this time as possible. Students are considered late if they are not in the building at **9:00 AM**. **This time is according to our school bells and clocks.** We cannot guarantee what time your car or watch times say. Students brought to school after the 9:00 AM bell will need to be taken to the front office. You must come in to sign your child into school. They will be considered tardy and will be marked in the attendance records as such. Every minute counts. **Students cannot be dropped off from their cars at the front office.**
2. Students will enter and exit on the passenger side of the car. **Please ensure that students are seated on the passenger side of your car.**

**PM Dismissal: 3:45-4:10 PM**

1. All drivers MUST have a car rider tag in the front windshield. Any car without a **2020-2021** Acton Elementary School issued car rider tag will not be allowed to pick up at the car rider line. You must go to the front office to get a car rider tag before students will be turned over.
  2. Place the card in your windshield where it is easily visible.
  3. Pull up carefully as directed by a staff member.
  4. Once you have pulled into a loading spot (2-3 lines of cars in PM) please exit your car and stand outside your car where you can be seen by staff members and your student. Staff members will escort the students outside. Once you have your child you may load your car. Please be sure your child can independently strap themselves in quickly. Waiting for parents to seatbelt a child will slow down our procedures.
  5. Once your child is loaded into the car, please watch for directions from staff members for pulling forward and exiting the lot. They will direct you when it is safe to move. We will not release any cars until all cars in a group are loaded. If you are inside your car that is your signal to us that you have your child and are ready to be dismissed.  
\*If we are waiting on a student (getting someone from a bus or waiting for a shuttle etc...) We may ask that car to pull forward when cars are dismissed. If you are asked to do this we would ask that you pull forward and park on the blacktop alongside the cemetery fence with the driver facing the playground.
4. Drive carefully around the corner of the building and out through the parking lot.
  5. Students picked up after **4:05 PM** will be sent to the front office and a parent/ guardian will have to sign the student out as this is past our pick up times.

**Drivers and passengers are expected to follow all directions of the Acton staff members directing the line. The safety of our students and staff is our number one priority! With your help we can make our car rider line safe and efficient.**

Thank you for your cooperation,

Acton Elementary Staff

