

# Big Creek Elementary School:

## AM Car Line Procedures

For the 2011-2012 school year, we will continue with the car rider line procedures in to maintain a safe and efficient process. Please follow these procedures when using the car line in the afternoons.

Drop off should begin at 7:10 when staff is on duty.

### **Procedures:**

1. Form one line along the curb.
2. Pull forward towards the cafeteria door as far as you can without leaving large gaps.
3. Please have all of your child's belongings immediately accessible so your child is ready to exit when the car line stops.
4. Students should open the door to the vehicle without assistance and exit.
5. Please avoid lingering conversations with your child after he/she has exited the car as this is a safety hazard and holds up the line.
6. Car line is one lane only – no passing is allowed at any time. Please be patient.
7. If you need to exit the vehicle to assist your child in any way, please do so by using the available parking spaces.
8. The crosswalk nearest the front office is the only location by which to cross traffic.
9. For the safety of everyone, use caution and drive slowly.

**As you leave campus, please make only right hand turns out of the parking lot. There will not be an officer available to assist parents who need to cross southbound traffic to turn left.**

For everyone's safety, please follow the instructions of the staff on duty at all times. They are responsible for maintaining a safe and orderly environment.

If you have any questions or concerns about the car line, please contact the front office.