

# Big Creek Elementary School:

## PM 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.

### **Procedures:**

1. Form one line along the curb in the afternoon.
2. Put your car tag on the rearview mirror.
3. Stay in your car and wait your turn.
4. When you pull forward to the colored cones, an adult will call your car tag number and the coordinating cone color.
5. Your child will come out of the building and make their way to the appropriate colored cone.
6. Once your car has stopped, your child will be permitted to enter.
7. Wait patiently for the car ahead of you to move.
8. Slowly pull away from the curb.

### **Important information:**

- For everyone's safety, please follow the instructions of the adults on duty while on campus.
- Car tags with numbers will be assigned to each family and will be available at Open House.
- Replacement tags may be obtained through the front office as needed.
- **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.**