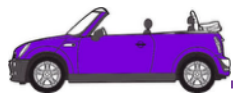


STUDENT DROP-OFF AND PICK-UP



BUS LANE ONLY 2:45 - 3:15 p.m.
Do NOT double stack cars in bus lane during this time.



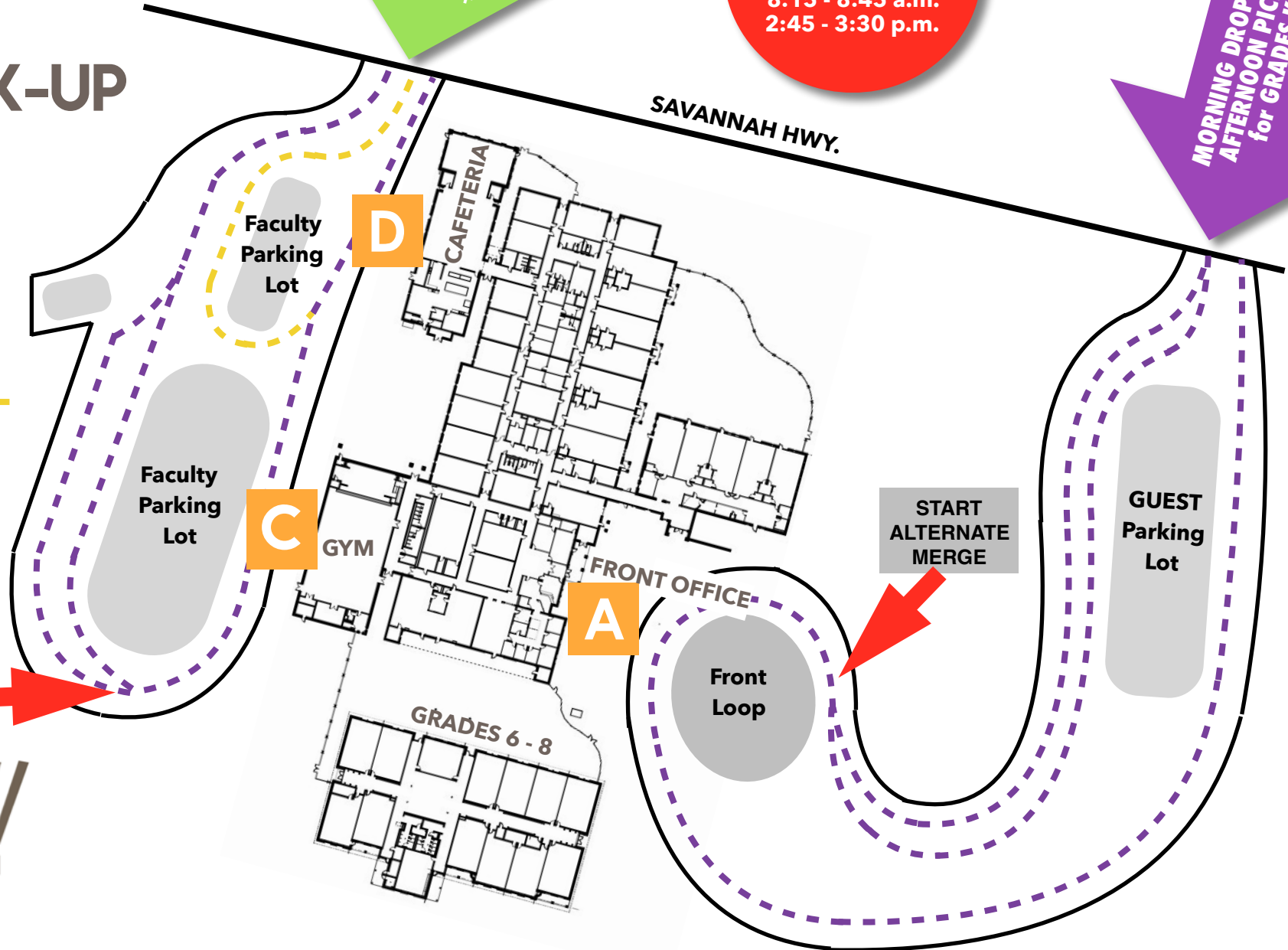
CAR LANE
NOTE: double lanes merge in to a single lane prior to STUDENT LOADING ZONES

START
ALTERNATE
MERGE

MORNING DROP-OFF &
AFTERNOON PICK-UP
for GRADES 3-8
+ YOUNGER SIBLINGS

NO LEFT TURNS
AT EITHER EXIT
BETWEEN
8:15 - 8:45 a.m.
2:45 - 3:30 p.m.

MORNING DROP-OFF &
AFTERNOON PICK UP
for GRADES K-2



STUDENT DROP OFF AND PICK UP

*ALL visitors enter/exit from entrance **A** (Front Office)*

MORNING DROP OFF:

8:15 a.m. - 8:30 a.m.

*Drop-off location is based on the **OLDEST** child in a carpool*

- ENTRY **A** GRADES K-2
- ENTRY **C** GRADES 3-8 + **YOUNGER SIBLINGS**
- ENTRY **D** MORNING CARE (7:15 a.m. to 8:15 a.m.)

- *For student safety, students must wait in their cars until greeted by a faculty member at 8:15 a.m.*
- *School begins promptly at 8:30 a.m.*
- *Students dropped off prior to 8:15 a.m. must check-in at Tidewatch Morning Care in the cafe at the rate of \$3 per day*
- *Students arriving after 8:30 a.m. must be signed in by a parent in the Front Office.*

AFTERNOON PICK UP:

3:05 p.m. - 3:25 p.m.

*Pick up location is based on the **YOUNGEST** child in a carpool*

- EXIT **A** GRADES K-2 + OLDER SIBLINGS
- EXIT **C** GRADES 3-8
- EXIT **A** TIDEWATCH (3:25 p.m. to 6:00 p.m.)

- *All members of your carpool will dismiss at the location of the **YOUNGEST** child in your carpool.*
- *Students dismissing by car must be picked up in the carpool line and not in the Front Lobby of the school.*
- *Students not picked up by 3:40 p.m. will be directed to Tidewatch and parents will be charged the Tidewatch daily rate of \$15/day.*

PROCEDURES FOR PARENTS AND STUDENTS

ARRIVAL AND DEPARTURE TIMES

School begins at 8:30 am for all students. Dismissal is at 3:00 pm. Walkers & Bikers are dismissed from Exit "A" (at the Front Entrance of the school). Please refer to the building map in the Appendix for these locations. Regular drop-off begins at 8:15 am. For the health, safety and well being of your children. Children who arrive before 8:15 am will be directed to Tidewatch at a cost of \$3 per day. Please have all students remain in the car until Riverview Faculty and Staff begin unloading at 8:15 am. The Front Doors of the school will remain locked until this time.

Morning Care is available through Tidewatch from 7:15 am to 8:15 am, Monday through Friday. The fee for this program is \$15 per week or \$3 per day. Please refer to the TIDEWATCH section of this Handbook for Morning Care procedures. If you have any questions, please contact the TIDEWATCH Director, at 379-0123 ext:1064.

Students must report to school upon arrival on the property and may not loiter. Once on the property, no child may wait in the Front Office or outside the building. Any child not picked up by 3:35 pm will be sent to Tidewatch at a cost of \$15 per day.

DROP-OFF PROCEDURES

Children are dropped-off by car no earlier than 8:15 a.m. at the Main Entrance ("A"). A teacher or greeter must be present before cars may be unloaded. For your child's safety, please do not allow your children to exit the car in the visitor parking lot, or anywhere else on campus where school staff is not present. Do not pull out of the line if cars in front of you are not yet unloaded. To ensure your child's safety, please do not have your child exit the car on the driver's side. Also, to help cars move forward quickly in line, please refrain from engaging the Faculty or Staff greeter in conversation during arrival and dismissal. Adjacent to the Main Entrance (Exit A) there are three designated 30-minute parking spaces for visitors. There is NO PARKING in the main entrance "loop" as this area is a fire lane and must remain clear for emergency personnel use.

Children who walk or bike to school should enter school at the Main Entrance ("A"). **All bike riders are required to wear a helmet.** It is important that students walk their bikes on the sidewalk since cars may be driving on all side streets to drop off students. Bikes should be locked in the designated bicycle racks located by the Front Entrance ("A") each day.

PICK-UP PROCEDURES

At the end of class each day, students will be called to their designated pick up place for dismissal over the intercom system. Cars need to stay in a line and children will be loaded into cars in the order in which the cars are lined up. The carpool card provided by the school should be clearly displayed in the passenger windshield. Do not pull out of the line if cars are loading in front of you. Please use the 30-minute parking spaces if you need to enter the building during dismissal. **Students leaving student by car must be picked up in the carpool line, the school will not dismiss students from the Front Lobby.**

If you are planning to have your child walk or ride his/her bike to school, please note this on the Student Information form during enrollment. Students may not be listed as "walkers" or "bikers" if they are being picked up by car.

It is very important that your emergency contact and carpool information is complete and up-to- date. Students can only be released to adults listed on the Student Information form completed during enrollment. If you wish to have another adult listed, please send the request, in writing, to the Front Office. If your request for a particular adult is just for one day, please send a note to the classroom. Children must have a permission note from their parent to go with a person not designated on the enrollment form. All changes to dismissal plans are to be called in (not emailed) to the Front Office by 1:00 p.m.