

Break-O-Day Elementary Car Rider Procedures 2023-2024

The staff of Break-O-Day Elementary understands that there are various reasons for choosing to make your student a car rider. As a car rider, it is important for you to understand our procedures and the steps necessary to ensure student safety.

NEW Arrival Procedures: Thanks to the new access road built this summer, our car rider arrival line will now begin in the soccer lot off of Tracy Road behind the school. This will allow the car rider line to form and not block traffic and buses on Sawmill Road, and increase building security and safety by limiting the number of entrances open in the mornings. Please note that all students will be released at the front of the building along the roundabout. School staff will be at your door to assist students exiting vehicles. Once your child has exited your vehicle, you will follow the line of cars to the parking lot exit on Sawmill Road. We ask that parents remain in their vehicles and allow students to exit the vehicle on **the rear, driver side** independently. Parents/Guardians should not get out of their vehicles during the morning car rider procedure. This allows the line of vehicles to unload and move forward with efficiency. **NO vehicle should ever pass other cars.** Student safety is our top priority.

MAP OF NEW MORNING CAR RIDER ROUTE:



As shown on the map above, students will not be permitted out of vehicles until they are greeted by staff in the red area on the map, located along the sidewalks circling the roundabout.

Cars will be unloaded **beginning at 8:50.** At 9:00, announcements begin. School staff will only remain outside until 9:05 for car rider arrival. If you arrive after 9:05, your child is

considered “tardy”. Parents will need to park in the parent parking lot, escort your child into the front vestibule at Door 1, and sign your student in as tardy.

Dismissal: All families who have students that will be car riders will be assigned a pick-up number. Any adult picking up the child must have this number with them in order to pick up the child. Each family will be given keychains with their assigned number. If requested, we will give families more than two so that various family members may come for pick-up. **We will be passing out numbers at our Back to School Night event on July 24th from 5-7pm. Please visit the transportation tables to get your child on the list and pick up your numbers!

We will be grouping our car riders by LAST name at one of three locations.

Last name A - G will use Door 4

Last name H - N will use Door 5

Last name O - Z will use Door 9

With new students this year, if we find that we need to adjust door assignments due to large numbers at one entrance, we will inform parents of the change the first week of school.

Parents/Guardians must park their vehicle in a parking spot in any of our car parking areas. Please do not park along the sidewalk, as this is our fire route. Once parked, adults should walk to their assigned doors to pick up their child(ren) with their car rider keychains. As you walk back to your cars, please keep your children with you at all times for safe travel in the parking lots.

***For the first few days of school, our staff will be passing out the car rider keychains for any family that did not get a number at Back to School Night. We ask for your patience and understanding as this process will take more time the first few days. However, you will find that this pick-up process moves very quickly once the students know the routine!

Last name A - G will use Door 4--Glass Doors facing the car rider lane along the woods.

Last name H - N will use Door 5-Blue Doors facing the car rider lane along the woods.

Last name O - Z will use Door 9--Glass Doors facing the playground.

***If you are picking up children with different last names, please notify our staff and we will assign the students to the same pick-up location so you only need to go to one location.

Once we get into our routine, **staff will begin calling student numbers at 3:50 on Monday, Tuesday, Thursday and Friday and 3:20 on Early Release Wednesdays.** Our goal is to keep student pick-up as efficient as possible while ensuring student safety. We appreciate your help with this procedure.

Important Car Rider Information to Remember

Student Arrival Reminders	Student Dismissal Reminders
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<ul style="list-style-type: none"> ● Car rider arrival will begin at 8:50. ● School staff will direct cars in the car rider lane when it is safe to unload. ● Adults should remain in the vehicle at all times. ● Students should exit the vehicle on the rear driver side door. ● Movement of cars will be monitored by staff at all times. ● Remain in line without passing other cars. ● If you arrive at school after 9:05, please park in the parent parking lot and walk your child into the building to sign them in as “tardy”. 	<ul style="list-style-type: none"> ● Monday, Tuesday, Thursday, Friday Pick-up will begin at 3:50. ● On Wednesdays, the dismissal time will be 3:20. ● Park in a parking spot in any lot on the school grounds (not the bus lot, please!) ● Do not park along the sidewalks as this is our fire lane. ● Walk to the assigned door location to pick up your child(ren). ● Bring your assigned number with you. ● Wait for your child(ren) to be dismissed by staff. ● If someone picks up your child without their number, please be ready to show photo ID and have this person added in ParentVUE.
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Thank you for assisting us with the enforcement of procedures so we are able to have a safe start and finish to each school day! We thank you in advance for your patience and understanding with these procedures.

Sincerely,

Mrs. Shipp, Principal

Mr. Holzbog, Assistant Principal