**Car rider pick-up procedure for drivers**

All students who are car riders will be released from door 4.  Please don’t pick up your child from the office unless it is a special circumstance.  Please contact the school before 3:30 to let the secretaries know the special circumstance.

* Enter the lot from the north parking lot entrance.
* On the west side of the lot, parallel to Sheek Rd., please form a double line on the perimeter of the parking lot.
* When you turn east towards the building, please alternate back into a single line.
* When the line reaches the primary playground, please enter the playground and line up around the perimeter.
* Once the lot is full, no additional cars will turn in to the lot due to cars exiting.  (It will be too tight for a car to enter while another is exiting.)
* When cars are lining up on the west side of the parking lot, please form a double line.

This procedure helps tremendously with keeping the traffic moving on Sheek Road. It also seems to make it safer for cars turning out of the lot.