

Car Rider Drop Off Procedures

Early Childhood Education Center

- Two lines will form for car rider drop off.
- Upon entry, the small parking lot to the right is to remain unblocked at all times.
- If you are at the front of the line, do not stop until you get to the blue line.
- Please pull up close to the car in front of you, so we can ensure we're unloading the maximum amount of students at a time.
- We have an employee holding a stop sign at the front of the unloading zone (at the blue line). DO NOT unload your child past the sign that states "Do not unload children past this point."
- Guardians will exit the vehicle to unload your student. A teacher will be there to escort them to the front door.
- After a teacher takes your student by hand, please get back in your car to prepare to exit the parking lot.
- It is VERY important to follow the direction of all staff members with stop signs.

Please read the back of this page for pickup procedures



Car Rider Pickup Procedures

Early Childhood Education Center



- Adults MUST have this tag to pick up a child.
- Please hang the car rider tag on your rearview mirror.
- It is VERY important to follow the direction of all staff members with stop signs.
- Upon entry, the small parking lot to the right is to remain unblocked at all times.
- To ensure we're keeping the street clear of traffic, we loop cars through the left lane and have them make a U-turn in the parking lot. Both the right and left lane are given priority and our staff has a system to help ensure that one line is not waiting longer than the other.
- DO NOT park and walk up to the front door to get your student. You will see parents doing this, but they are parents of students who attend CAP, not Sand Springs Public Schools.
- If you're the first car in line, pull all the way up to the blue line.
- **Only exit your car if you see your student.** Please meet them and escort them back to your car to prepare to exit the parking lot.
- Pickup ends at 2:30pm Monday - Thursdays and 2:15pm on Fridays.