



Cedar Point Elementary School Car Rider Procedures

**** All car riders will enter and exit the building
via the breezeway next to the auxiliary gym - door number 9 ****

Morning Drop Off:

1. Enter the school grounds continuing to the rear of the building.
2. Drop off begins at 8:30 a.m. There will not be any staff outside before 8:30 a.m. to supervise students. If you arrive earlier than 8:30 a.m., please have your child remain in your vehicle until school staff come outside.
3. The final bell rings at 8:45 a.m. If you arrive after 8:45 a.m., please park in the front and bring your child into the main office to sign in. Do not drop off your child in the back of the building if school staff are not present as the doors will be locked.
4. Children should exit the passenger side of the car on the right side nearest to the school building and sidewalk.
5. When directed by staff, proceed cautiously around the circle and exit the school grounds.
6. Passing vehicles at any point is prohibited unless directed to do so by staff member.

Afternoon Dismissal:

1. Enter the school grounds continuing to the rear of the building.
2. Proceed around the circle following staff instruction.
3. All vehicles MUST have a car rider number displayed in their windshield. Car rider numbers can be obtained in the front office.
4. Vehicles without a valid car rider number will be asked to park in the front to sign their child out in the office with a photo ID.
5. For the safety of our students, the car rider dismissal staff cannot release children to your car if we cannot verify the driver's identity with the school-issued car rider number, or driver license.
6. Daycare vans may pull to the front of the line (only if loading process has not begun) or choose to stay with the flow of traffic.
7. Children should enter on the passenger side of the car on the right side nearest to the school building and sidewalk.
8. When directed by staff, proceed cautiously around to circle and exit the school grounds.
9. Passing vehicles at any point is prohibited unless directed to do so by staff member.

*** We ask that all drivers refrain from using cell phones in the carpool line. This is to ensure that all students and staff can safely enter and exit the building. ***