



Principal: Dr. Mark Lang · Assistant Principal/TLS: Mrs. Danielle Pocernik · Counselor: Mrs. Ellen Graw

## CAR RIDER PROCEDURES

As an increased safety measure and an effort to reduce wait time in the student pick-up area, the outlined procedures should be followed:

**Each parent will be provided with a car tag during Open House or the beginning of year packet.** *Additional tags for other cars in your family or replacements can be obtained in the office after the second week of school.*

**Each student will be given a number that corresponds with his/her name and that number will be printed on the decal by a school staff member.**

**If a student has a sibling(s) at CRES, then the students will be given a corresponding number that identifies them as a family and all members will be identified by that single number.**

**The tag should be placed in the upper left or center windshield area of the vehicle when picking a student up after school.**

**As cars approach the student pick-up area, an assigned adult will alert the student by calling his/her number.** The student(s) will proceed to the designated boarding area to be dismissed. The students will sit inside the school until their number is called for dismissal.

**Please keep the tags in a safe place for daily use.** *Cars without tags will have to park in the side parking lot & report to the main office to pick-up your child when dismissal is over.*

**Parents who are picking students up early in the afternoons, must report to the main office to sign the student out prior to 3:00.**

**In the morning, students are not allowed to be dropped off in the front of the school.** This is for bus students only. The only way car rider students can enter the front door of the school is if you park in the side parking lot and you, the parent, are coming to the office and checking in with a visitor badge. *Students will not be allowed in without a parent.*

### Car Rider Tips

1. Please have your child sit on the left side of the car to allow him/her to enter and exit quicker from the car to the sidewalk.
2. Please give your child lunch money, breakfast, fix his/her hair, sign folders, etc. at home – not in the car drop-off area.
3. **If your child is having trouble leaving the car, please pull around to the side parking lot and walk them into the school.** *Do not hold up the line for those behind you.* Remember if you do this, you must check in at the office since there is not an adult to supervise your child.
4. **No cars should be left unattended.** If you need to get out of your car, please park in the side lot. (No parking along the curb/fire lane in the front or back of school).
5. **All car rider students will exit/enter the school from one designated door in the back of the school.**
6. **Do not allow your child to enter/exit the car until you have reached the designated drop-off zones.**
7. *Please pull up as far as you can prior to allowing your child to enter/exit the car, following the directions from the staff on duty.*

**As a reminder, the gates for car arrival/dismissal will not open until 8:00 in the morning and 3:15 in the afternoon.** The lines are usually long, so please give yourself time to drop off and pick up your student. Safety of your child is our top concern, so please be patient, especially in the beginning of the year when the staff is trying to learn your student and your vehicle.

We are looking forward to a wonderful 2020-2021 school year. It takes all of us working together to have success, so thank you in advance for your cooperation and if you have any questions, please call the office.

Sincerely,

Mark Lang, Principal

Danielle Pocernik, TLS

### 2023 -2024 Car Rider Procedures

Please sign and return this portion of the letter to your child's homeroom teacher to let us know you have received this letter and are aware of the expectations for Car Riders at Crooked River Elementary school.

Child's name \_\_\_\_\_

Grade level \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Date \_\_\_\_\_

Description of vehicle(s) you will be driving \_\_\_\_\_

Best telephone number to reach you in the afternoon: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_