

## Car Rider Morning Drop Off and Afternoon Pick Up Procedures – Marshall Elementary

### Morning Drop Off

Each student should be ready to exit the car on the right side **ONLY** onto the front sidewalk – please pull as far forward as possible so we can unload 10 cars at a time along the sidewalk. Staff members use a handheld sign to indicate when it is ok (green) to unload and when it is not ok (red) to unload. To keep the line moving students should be ready to exit quickly on the passenger side only – once students have exited the car please proceed to exit the lot without passing other cars. **Drop off will begin at 7:40 – Please do not arrive before 7:30 – staff arrival time is 7:30 and they need to be able to park.**

### Afternoon Pick Up

Students will come home with two copies of a sign to be placed on the dash or visor of your car (passenger side) – If you lose your sign or need one for the 1<sup>st</sup> day please use the online sign request form. We will call for students based on this sign. Without a sign we will not be able to release your child in the pickup line so please make sure the person picking up will have the sign. After your child enters the car please exit following the orange lines – see map below. If after your child enters the car and they need extra time to buckle up, please pull forward off to the overflow upper lot – see map below.

To prevent the line from getting too long we ask that last names beginning with **A through J** plan to arrive close to 3:05 and last names with **K through Z** plan to arrive closer to 3:15. If the main (**red**) line is full, you will be directed to the left to create an overflow (**blue**) line – please do not block the entrance to the upper lot. If the overflow (**blue**) line is full you will be directed to the upper parking lot to wait until the over flow line is clear. Please note the main (**red**) line will weave through the parking lot. If the busses are leaving, the pickup lines may be halted temporarily.

It will be important that a note is sent to school if you are not an everyday pickup. We will have no other way to ensure your child is at the pickup exit. Thank you for your patience and understanding.

