

PLE
Car Rider Parent Information
2017-2018



In order to keep our students and staff safe during car rider morning drop off and dismissal, we ask that you please follow these rules:

- Car rider drop off is at the back of our school building. (see map on back)
- Morning drop off: 6:55-7:30 a.m. Never drop off students when PLE employees are not outside. Please use the car rider line. If you bring your child to the front office during car rider these times, you will need to wait with your child until 7:30. All building staff is on duty; therefore, there will be no one available to walk your child to class until 7:30. If you are after 7:30, you will need to escort your child in the front entrance of the school and fill out a tardy slip.
- Afternoon pick up: 2:00-2:30 p.m. (Monday, Tuesday, Thursday, Friday) and 1:30-2:00 on Wednesdays. If you are later than these times, come to front office to sign your child out.
- You must have your car rider number visible (hanging from rear view mirror) when picking up your child. If you don't have your car rider number, come to the front office to pick him/her up. We will not load a student in a vehicle without a car rider number, for your child's safety.
- If you wish to have your child eat breakfast at school, he/she should be dropped off no later than 7:10 a.m.
- Parents/drivers should remain in vehicle. PLE staff will open/close vehicle doors for students. As you enter the circle, have your child unbuckle seat belt and hold book bag so he/she is ready to unload. If we are unable to unload your child quickly, we will ask you to drive to the front of the school and take them in the office.
- Keep the car rider line moving. Do not stop to have a conversation with the car rider personnel. If you need to speak with your child's teacher, contact the school office or email the teacher.
- Students will be unloaded from the right/passenger side of the vehicle only. If you need to rearrange car seats, please do this to make loading/unloading safer.
- Parents/Drivers should stay in line. Do not pull out and drive around another vehicle. We will unload 10 cars at a time to make our line move quickly and efficiently.
- Do not talk or text on your cell phone when in the car rider line. Be aware of your child and other children in the line.
- Do not "honk" the horn to get your child's or an adult's attention. This should only be done for an emergency only.
- During rainy weather, we will only unload students under the awning. This takes a little longer, but we want our students to stay dry and healthy. Unloading students could take a little longer on bad weather days.
- If you have food or supplies that your child cannot carry to class, please drop it off in the front office.