

Dismissal Procedures Golden Terrace Elementary

The following procedures have been established to provide a safe and efficient dismissal for all students. Please read the dismissal procedures for the car line and adhere to them.

- **Car riders** must be picked up in the car line. **No parking** to pick a student up. This impedes the functioning of school routines and the safety of students. The Sheriff's department will issue a ticket.
- All vehicles will maintain one line in the driveway and must **display a pickup sign** on the driver's side windshield. Car signs will be provided by the school for all car riders.
- If a vehicle **does not display a sign** on the windshield the driver will be instructed to stay in the line and park in the parking lot. The individual will be asked to provide identification to the office personnel and the driver must be listed on the pickup form provided by the parent/guardian when registering the student before a student is released. **The driver will be issued a sign to display in the windshield and instructed to proceed to the end of the line.**
- As the car line moves forward **a staff member will call the students' name and pickup station number.** The driver should **pull forward to the number** where the student (s) will meet the car. A staff member will open the car door for the student and as soon as all cars are safely loaded the vehicles will be instructed to pull forward. **Exiting the car line and driving around loading cars is not permitted.**
- If there is a delay in finding a student, the parents will be instructed to park in the parking lot as the line moves and we will locate the student. The student will be escorted to the car.

Traffic patterns for the car line:

The car line will form on 44th Terrace SW. Please set a good example for our students by joining the **end** of the line.

- **Refrain** from using 26th Place SW. The street must remain open for buses and local traffic only. (Please do not block the street, this will delay the buses).
- The dismissal bell rings at 3:00. Please be patient and follow the desired traffic patterns, this is fair to everyone and helps maintain the safety of all children.