



CAR LINE PROCEDURES/REMINDERS

When joining the car line, please join at the end of the line and behind the last car in line. We want to be courteous to our Chief families and not cut in front of anyone.

- For the safety of our students, **cell phone use is not permitted while in the OES car line.** The driver's full attention must be given to his/her driving in order to help ensure a safe and orderly car line for all.
- Student arrival **begins at 7:50 a.m.** Students must remain in their vehicle until our morning car line staff arrive at the a.m. car line to begin arrival procedures at 7:50 am. Please **do not** drop your student off earlier as there is no adult supervision prior to that time. **All students will be dropped off through car line.**
- Students must unload in the a.m. and load in the p.m. from **the passenger side of the vehicle.**
- **During p.m. car line, a designated color in each year will be given to students who are car riders. Signs must be hung** on the rear view mirror with the child's first and last name, and grade level clearly written while in our p.m. car line. **If you do not have the correct color sign for the current school year, you will be asked to park, show identification in the office, obtain the designated color car sign, and then rejoin at the end of the car line.**
- Our staff member calling student names during pm car line must focus on saying names only. **If you have a question or concern, please call the OES office at 377-7800.**
- This staff member is saying your child's name and grade level, and also telling them their car line loading number (1-8).
- **If your student is not at the number to which they were called, you will need to park in the area marked "loading zone", past Number 1, and walk to the front to get your student. Please talk to your student about the importance of listening for his/her name and number.**
- **If you do not have a car rider sign, please stop by the front office to obtain one, prior to picking up a student as a car rider.**
- Parents must pick up their "car rider" student via the car line. **Students must be picked-up by 3:05pm each day.**

Please make every effort to be on time. Our office closes shortly after pm dismissal. Unless a parent has a conference scheduled, parking and taking your child from the car rider holding area is not permitted. Parents should wait in car line and pick up their student at their designated number 1-8.

Thank you for keeping our students safe!