

Three Trails Elementary Car Rider Procedures

Arrival:

If you are dropping students off please drive in the far left two lanes, leaving room for the buses to utilize the far right lane closest to the school. School staff will be present to help unload students from cars.

We begin unloading students at 8:40 and will unload until the late bell rings at 9:00. **Anyone arriving after 9:00 will need to bring their children into the office and sign them in.**

If you need to park and come into the building, you will need to utilize the side parking lots. Thank you for keeping in mind everyone's safety during these busy times of the day!

Dismissal:

For all of the car riders to be able to quickly and safely get into their cars, we have established procedures for car riders. We need your cooperation in order to make it as efficient as possible. We have a lot of car riders, and I appreciate your patience waiting your turn to pick-up your child.

The first cars to arrive, please stay in the left two lanes, leaving the inside lane open for thru traffic. When we begin to actually dismiss children at 3:50, we'll change to three lanes of traffic in the circle drive. At about 4:00 we will go back to the two left lanes for cars and pull the buses into the right lane and begin to load buses.

Please have this sign in your window signifying the child(ren) you are picking up. This sign allows us to more quickly notify teachers that your child's car is ready. It is also a safety procedure that signals to us that the driver has permission to pick-up the child.

If you do not have this sign, you'll be asked to pull ahead and sign them out of the office. You will be asked to show picture ID and must be on the student's pick up list. As always, we will err on the side of caution when it comes to student safety.

We will ask any parents coming up to the building to get their children to wait on the benches outside the front doors, and we will bring your children to you. We ask that you bring this sign with you letting staff know that you have permission to pick-up the children you are requesting. If you don't have the sign, we will ask you to go to the office and sign your student out.

Our car rider dismissal starts at 3:50 pm and we are usually done by 4:05 pm. If you come later than this, you'll need to pick your child(ren) up in the office. Thank you for your patience and flexibility.

Be SAFE

Be RESPECTFUL

Be RESPONSIBLE