

# Parent's Guide:

How to Work  
the  
Car Rider Line



**Have a GREAT Day!**



# Norton Elementary School Car Rider Procedures 2022-23

***Morning Drop-off times are 7:45 AM – 8:15 AM. The bell rings at 8:15 AM and students are expected to be in their classrooms by this time.***

**The side doors will close at 8:15 AM.**

**\*\*\*\*\*A few safety reminders to keep the MORNING line safe for all:**

- **\*IF you choose to park your car and walk your students across the car rider line, you must walk the students to the front door of the school.**
  - \*Students that exit cars from the car rider line will enter the side door of the school.
    - \*Pull your car all the way to the end of the car rider line for drop off.
    - **\*Please stay in your car** and in the car rider line **AT ALL TIMES.**
    - \*Students are to exit and enter their cars on the **right-hand side** of the car.
  - \*If you cannot exit the right side of your car, please park and walk your students to the front door.
    - \*If you have a child safety lock on the car door, make sure it is disabled or unlocked.
  - \*School staff are present to ensure safe conditions and will not open/close doors or hold umbrellas
    - \*The Bus lane in the front of the school is closed to cars until after 9:00 AM.
      - \*Only buses may use the bus lane from 7:45 AM—9:00 AM.
      - \*Please limit cell phone usage in the line.

**After 8:15 AM— The car rider line will close. Please park and walk students to the front door of the school to check in tardy. An adult should walk the student to the door to check in.**

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***Afternoon Pick-up times are 2:45 PM – 3:15 PM. At 3:15 PM, any remaining students are taken to the front office and can be picked up there. Students will dismiss from the GYM.***

**\*\*\*\*\*A few safety reminders to keep the AFTERNOON line safe for all:**

- \*Have your car rider tag with number visible on the **right-hand side** of the dashboard.
- \*If you have a young child, help them to memorize their car rider number. Students are called for afternoon dismissal by the number we see displayed on the dashboard.
- \*Students will only be dismissed to cars with visible car rider tags. **If you do not have your tag, you will need to sign your child out from the front office and show your ID.**
- \*Each family is given 2 car rider tags in case 2 different cars will be used for pick-up. If you lose your tag or need extra copies, they will be available for purchase in the front office with school staff.

**Thank you for helping us keep the car rider line SAFE, ON-TIME, and PLEASANT for everyone! We LOVE our students and parents!!**

