

**Sugar Creek Car Rider Arrival Procedures**  
(updated 8.12.20)-See highlighted area for changes

**\*Please be prepared for delays as we anticipate longer arrival and pick up lines this school year.\***

In order to make this process more safe and efficient for parents and students, **we ask that no parents enter the building during arrival and dismissal.** Any student that is being dropped off in the morning and/or picked up at the end of the day will no longer need to be signed out.

1. Upon arriving at the school, drivers need to follow the arrows on the diagram below into the front entrance circle as far as possible (single file, along the sidewalk only.) **Drivers should only enter from the EAST (see diagram). This will allow for all cars entering the parking lot from the same direction, all making a right turn into the school lot. If you are coming from the WEST, please take SR 47 and make a right turn on 500 E, then turn right onto 300 N.** If you arrive before 7:30, place your vehicle in park, turn the vehicle off, and wait until the staff starts to direct students at the front of the line to begin unloading. *(Vehicles need to be turned off in compliance with state policy 410-IAC 33-4-3).* When the unloading process begins, cars may then be restarted to follow the flow of traffic as directed by staff members. For safety reasons, please have your student wait in the vehicle until directed by a staff member to exit the vehicle and enter the school.
2. Students will remain in their vehicle with parent supervision until 7:30 am. Drivers may NOT leave vehicles unattended in the circle drive at any time.
3. **\*\*As a COVID-19 safety protocol, all students will be required to have a mask on before exiting their vehicle.\*\***
4. Students will exit their vehicle's **passenger side only** onto the sidewalk when greeted and given a signal from a staff member. Students will then walk into the main entrance. **Staff members will not be touching vehicles to assist students in exiting the vehicle.**
5. As vehicles exit the circle, other vehicles in line will pull forward as far as possible and watch for a signal from a staff member before allowing children to exit the vehicle.

Visitors entering the building need to park in the visitor parking lot and escort the child to the main entrance. No running vehicles may be left unattended at any time.

We ask that all drivers use extreme caution while driving on school property, always watching for pedestrians.



### Dismissal Procedures for Car Riders

Again, to maintain a safer environment and make the pickup process more efficient, we ask that **no parents/guardians who are picking up students enter the building during dismissal.**

1. Parents/Guardians should notify the office in a timely manner (prior to 1:00 pm) if a student is being picked up at the end of the day. Verbal or written notification should include the child's name, teacher, and the name of the person picking the student up.
2. When picking up a student, all drivers will need to remain in line in the vehicle and not enter the school. No vehicles will be allowed to park in the circle at any time.
3. Parents/Guardians will need to remain in line until reaching the front entrance. When the student's name or pick up number is given to a staff member, the student will be safely escorted to the vehicle. When the student recognizes the adult as his/her ride, the staff member will assist the student in boarding the vehicle. Parents, guardians, and guests picking up students may be asked to present ID to staff before the child is released.
4. We ask that students be promptly picked up at 2:30 pm at the end of the school day.

We appreciate your support, as we all believe that student safety is our top priority!