

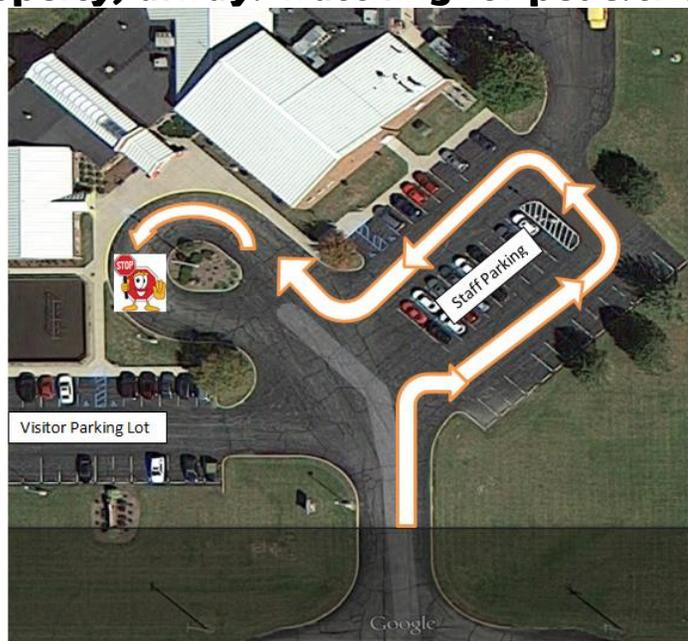
Sugar Creek Elementary School Car Rider Arrival Procedures



1. Upon arriving at Sugar Creek, drivers need follow the arrows on the diagram below and through front entrance circle as far as possible (single file, along the sidewalk only.) Place the vehicle in park until student is directed by a staff member to exit the vehicle.
2. Students will remain in their vehicle with parent supervision **until 7:30am**. Drivers may NOT leave vehicles unattended in the circle drive at any time.
3. 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.
4. 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.



Sugar Creek Elementary School

Dismissal Procedures for Car Riders

As per the Student Handbook, the following guidelines for student pick up will be followed:

- Parents/Guardians should notify the office in a timely manner (prior to 1:30 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 name of the person picking the student up.
- When picking up a student, all drivers will need to park in the lot and come inside the school to sign the student out at the podium. **No vehicles will be allowed to park or wait in the circle drive at the end of the school day.**
- Parents/Guardians will need to wait in the lobby, and will then be responsible for safely escorting the child to the vehicle. 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 a priority!