

Parents and Guardians:

Safety of our students and staff is very important. We would like to take this opportunity to review car line drop off and pick up rules. Please share this information with all persons who may pick your child up.

- Remain in your vehicle.
- Pull to front of the loading/unloading zone.
- Load and Unload **ONLY** in the designated area. Our staff will let you know when it is safe to let your child exit or enter your vehicle.
- Once in loading/unloading zone, **DO NOT** move your vehicle until directed by the staff member with the stop sign. Please put your vehicle in park.
- **All students will exit and enter the vehicle from the right (passenger) side. If there is a need for your child to enter from the left (drivers) side you need to park in the parking lot and come into the office to pick up your child.**
- Follow the traffic pattern. Please do not cut the line.
- When dropping off, make sure your child is ready to exit the vehicle in the designated area (coats on, book bag ready, goodbyes said).
- Distractions while in the line can cause safety concerns. Please be aware of what is happening around you.
- Please refrain from cell phone use in the line.
- Please refrain from smoking/vaping while in the line.
- If your child is a daily or designated set days to be a car rider, please be sure to use the visor sign. Please have your ID available if one of our staff asks to see it.
- If your child is an occasional car rider have your ID available upon request from our staff, (visor signs are not issued to occasional car riders).
- If you send a note for your child to be a car rider please include in the note:
 - Student's full name
 - Student's teacher name
 - The name of the person that will be picking up
- Emergencies arise and we understand that sometimes you have to come into the office at the end of the day to get your child. We ask that you only come to the office to pick up at the end of the day when it is absolutely necessary. If you need to make your child a car rider during the school day, please email rgriggs@lmsdoh.org and we can add your child to the car rider list.

We appreciate your cooperation with the car line rules. Please do not hesitate to contact the office with any questions.