

Student Drop Off/Parent Pick Up Information:

Dear Families:

Our student car rider procedures are designed to maintain a safe and orderly arrival and dismissal for you, our students, and our staff. The following guidelines provide a general awareness to all involved as well as provide information that will help expedite the process.

Safety Rules:

- Adhere to the 12 MPH limit while in the school parking lot.
- Refrain from using cell phones while in the car rider line.
- Attend to your vehicle at all times. If you must leave your vehicle, please use an official parking space.
- Listen to school personnel for directions.
- Always be on the lookout for others.
- Cross only at the cross walk if you are bringing your child into the building.

In Advance of Using the Car Rider Line:

- Obtain your Treeline Car Rider Sign to display in the windshield of your car each time you pick up your child. We issue the first tag for free. Replacement tags are \$1.00. For security purposes, it is essential that all cars use official Treeline pick up tags. (For the first week of school, temporary tags will be issued by teachers at Open House.)

Student Arrival Directions:

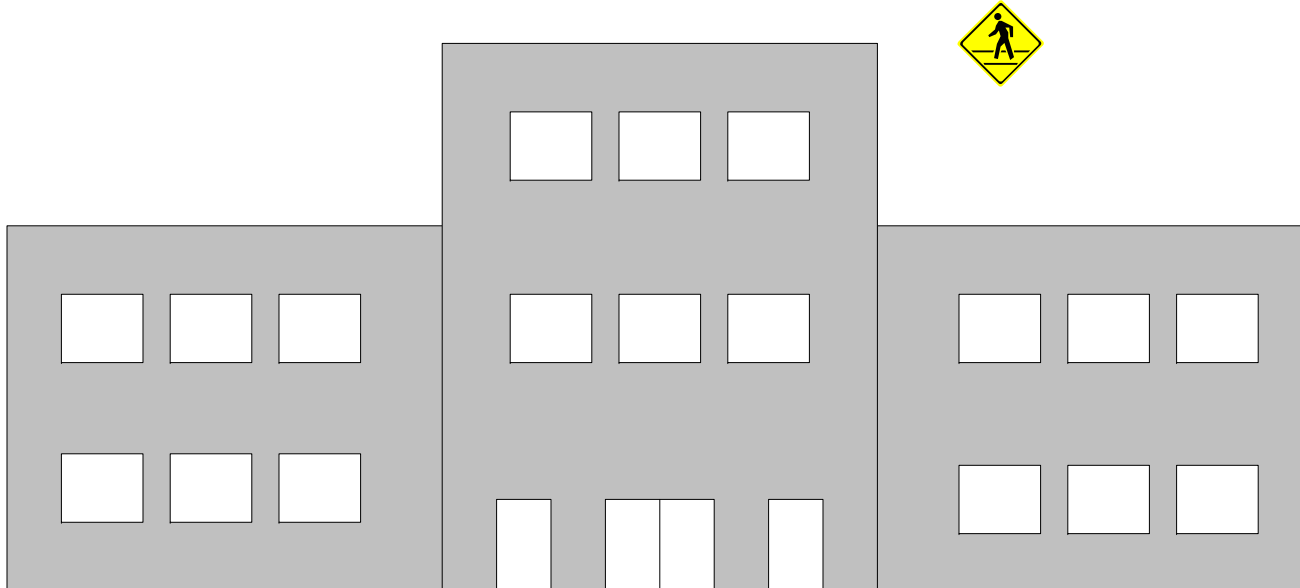
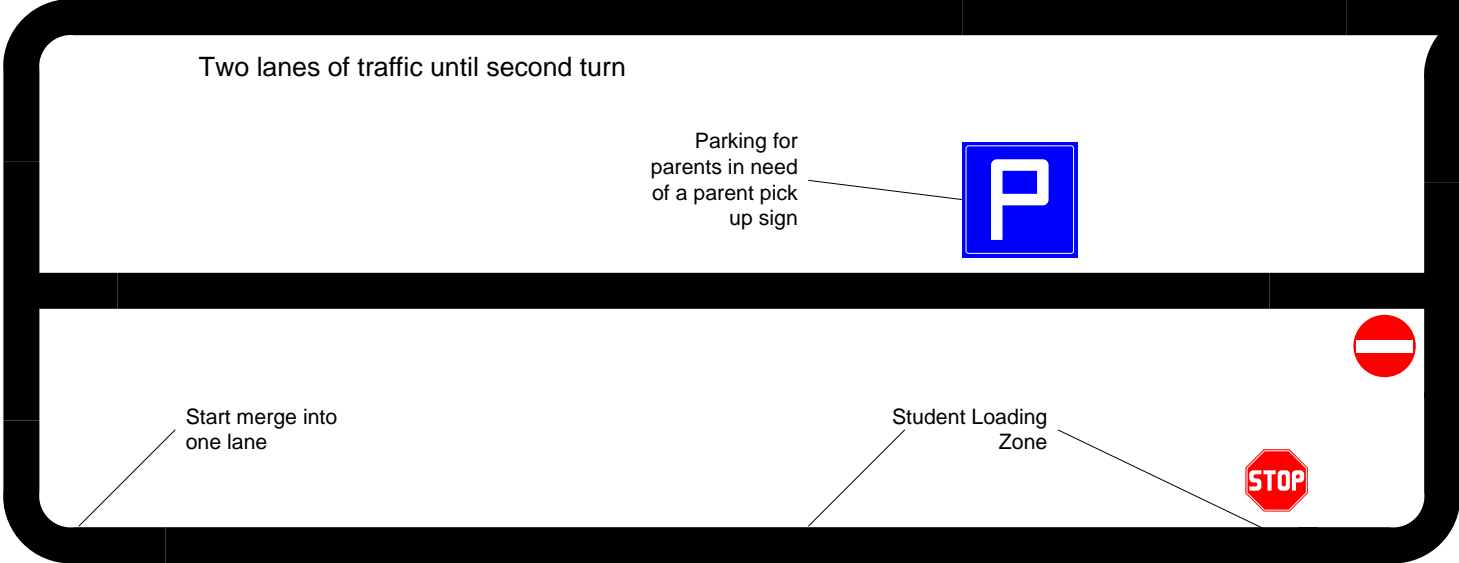
- All students must be supervised and school supervision is provided beginning at 8:45 AM.
- Please pull all the way up and unload only at the awning.
- Please have your student prepared so that they can get out of the car at the appropriate time and keep the traffic flowing.
- The middle drive of our parking lot is for staff and parents parking. The exterior driveways of the parking lot are the only drives permitted for student drop off traffic.
- Drop students off only at the approved location.
- Students must be **in class** at 9:15 to be considered present on time.

Student Dismissal Directions:

- Dismissal begins at 3:20 PM.
- You must have your student sign displayed. (If you lose your tag, please park. Then go to the office and purchase a replacement tag for \$1.00. Then get back in the pick up line to pick up your student.) School provided temporary tags will be used the first week of school only.
- Cars will line up in a double line in the parking lot. At the curve leading to the parent pick up area the traffic will merge into a single lane for loading. Cars will merge 5 cars from one lane and then five cars from the next.
- With proper flow, approximately 7 cars can pick up at one time, leave and then allow 7 more cars to pick up at the awning.
- The middle drive of our parking lot is for staff and parents parking. The exterior driveways of the parking lot are the only drives permitted for student pick up traffic.
- Please pull all the way up to the last orange cone to allow us to load the maximum number of cars at one time.
- Students not picked up by 3:45 must be enrolled in the fee-based Kidz Klub Program. Enrollment information is available in the front office.

We ask for your focus and patience as new parents and students learn the procedures. Please remember that traffic is always heavier at the start of the school year so plan your time accordingly.

Treeline Ave



Treeline Elementary