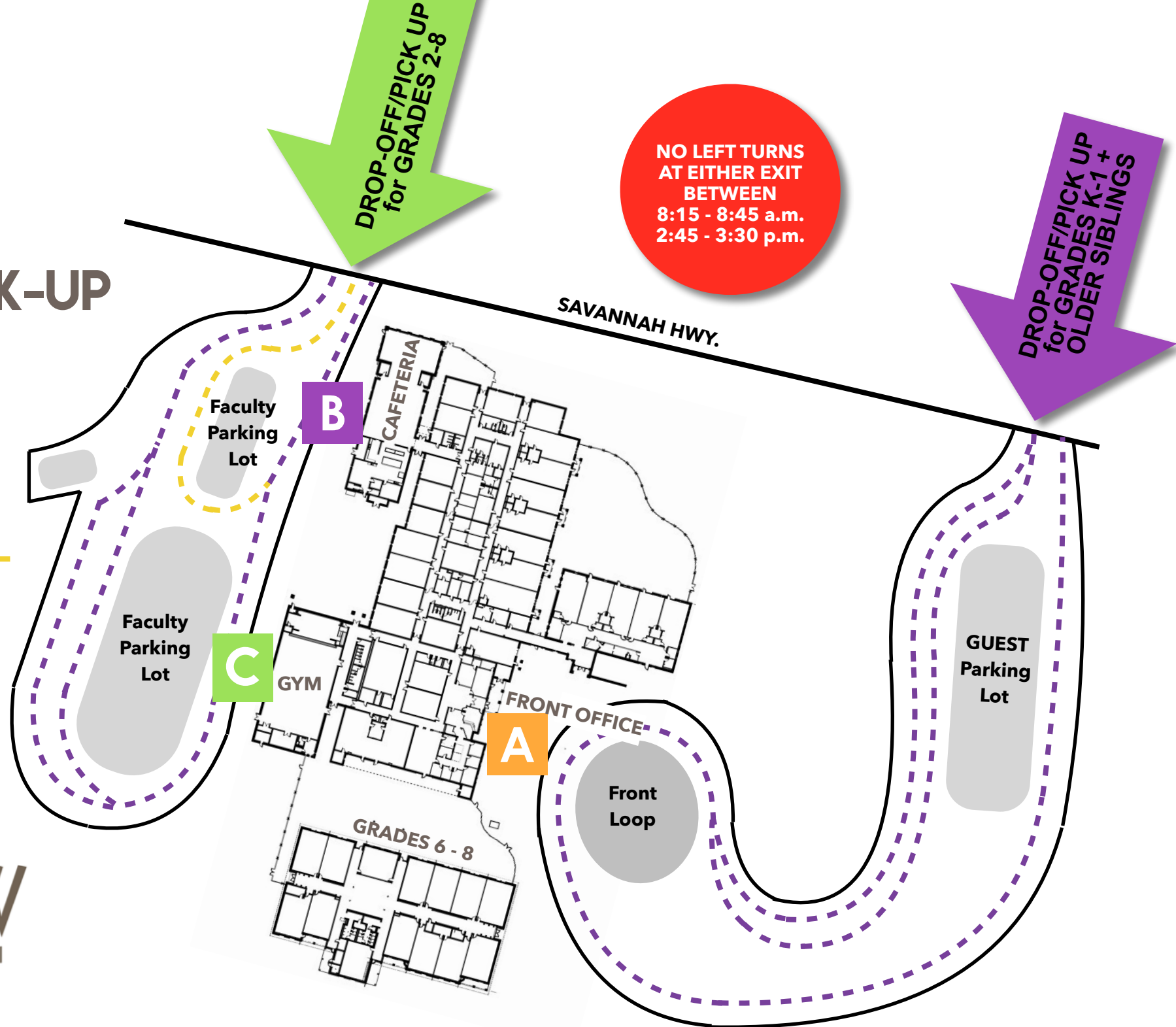
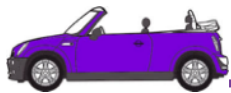


STUDENT DROP-OFF AND PICK-UP

BUS LANE ONLY 2:45 - 3:15 p.m.
Do NOT double stack cars in
bus lane during this time.



CAR LANE
NOTE: double lanes merge in to a
single lane prior to
STUDENT LOADING ZONES



STUDENT DROP OFF AND PICK UP

ALL visitors enter/exit from entrance **A (Front Office)**

MORNING DROP OFF:

8:15 a.m. - 8:30 a.m.

Drop-off location is based on the YOUNGEST child in a carpool

- ENTRY **A** GRADES K-1 + OLDER SIBLINGS
- ENTRY **C** GRADES 2-8
- ENTRY **B** MORNING CARE (7:15 a.m. to 8:15 a.m.)

- *Students arriving by car must go through the carpool line - no students may be dropped off in the parking lot*
- *For student safety, students must wait in their cars until greeted by a faculty member at 8:15 a.m.*
 - *Please do not allow students to stand out of sunroofs/hang out of car windows*
- *School begins promptly at 8:30 a.m.*
- *Students dropped off prior to 8:15 a.m. must be registered for Tidewatch Morning Care.*
- *Students arriving after 8:30 a.m. must be signed in by a parent in the Front Office.*

AFTERNOON PICK UP:

3:05 p.m. - 3:25 p.m.

Pick up location is based on the YOUNGEST child in a carpool

- EXIT **A** GRADES K-1 + OLDER SIBLINGS
- EXIT **C** GRADES 2-8
- EXIT **A** TIDEWATCH (3:15 p.m. to 5:30 p.m.)

- *All members of your carpool will dismiss at the location of the YOUNGEST child in your carpool.*
- *Students dismissing by car must be picked up in the carpool line and not in the Front Lobby of the school.*
- *Students not picked up by 3:30 p.m. will be directed to Tidewatch and parents will be charged the Tidewatch daily rate of \$15/day.*

PROCEDURES FOR PARENTS AND STUDENTS

ARRIVAL AND DEPARTURE TIMES

School begins at 8:30 am for all students. Dismissal is at 3:05 p.m. Walkers & Bikers are dismissed from Exit "A" (at the Front Entrance of the school), and TIDEWATCH students report to the Cafeteria.

Children are encouraged to arrive at school 5 to 10 minutes before homeroom begins at 8:30 am. Regular drop-off begins at 8:15 am. For the health, safety and wellbeing of children, please do not arrive before 8:15am as personnel are not available to supervise students. Please have all students remain in the car until Riverview Faculty and Staff begin unloading at 8:15 am. The Front Doors of the school will remain locked until this time. **Students arriving by car must be dropped off in the carpool line and unloaded by a staff member - they may not be dropped off in either parking lot.**

Students who need to be dropped off at the School prior to 8:15 a.m. must be enrolled in Morning Care through the TIDEWATCH program. Morning Care is available from 7:15 a.m. to 8:15 a.m., Monday through Friday on a space available basis. The fee for this program is \$4 per day. Please refer to the TIDEWATCH section of this Handbook for Morning Care procedures. If you have any questions, please contact the TIDEWATCH Director.

Students must report to school upon arrival on the property and may not loiter. Once on the property, no child may wait in the Front Office or outside the building. Any child not picked up by 3:20 p.m. will be sent to the Front Office and the parent will be notified.

DROP-OFF PROCEDURES

Children are dropped-off by car no earlier than 8:15 a.m. at the Main Entrance ("A"). A teacher or greeter must be present before cars may be unloaded. Please stay in the carpool line so cars may be unloaded by Faculty and Staff member as quickly as possible. Do not pull out of the line if cars in front of you are not yet unloaded. To ensure your child's safety, please do not have your child exit the car on the passenger side. Also, to help cars move forward quickly in line, please refrain from engaging the Faculty or Staff greeter in conversation during arrival and dismissal. Adjacent to the Main Entrance (Exit A) there are three designated 30-minute parking spaces for visitors. There is NO PARKING in the main entrance "loop" as this area is a fire lane and must remain clear for emergency personnel use.

Children who walk or bike to school should enter school at the Main Entrance ("A"). **All bike riders are required to wear a helmet.** It is important that students stay on the sidewalk since cars may be driving on all side streets to drop off students. Bikes should be locked in the designated bicycle racks located by the Front Entrance ("A") each day.

PICK-UP PROCEDURES

At the end of class each day, students will be called to their designated pick up place for dismissal over the intercom system. Cars need to stay in a line and children will be loaded into cars in the order in which the cars are lined up. The carpool card provided by the school should be clearly displayed in the passenger windshield. Do not pull out of the line if cars are loading in front of you. Please use the 30-minute parking spaces if you need to enter the building during dismissal. **Students leaving by car must be picked up in the carpool line and not in the Front Lobby of the school.**

If you are planning to have your child walk or ride his/her bike to school, please note this on the Student Information form during enrollment. Students may not be listed as "walkers" or "bikers" if they are being picked up by car.

It is very important that your emergency contact and carpool information is complete and up-to- date. Students can only be released to adults listed on the Student Information form completed during enrollment. If you wish to have another adult listed, please send the request, in writing, to the Front Office. If your request for a particular adult is just for one day, please send a note to the classroom. Children must have a permission note from their parent to go with a person not designated on the enrollment form. All changes to dismissal plans are to be called in (not emailed) to the Front Office by 1:00 p.m.