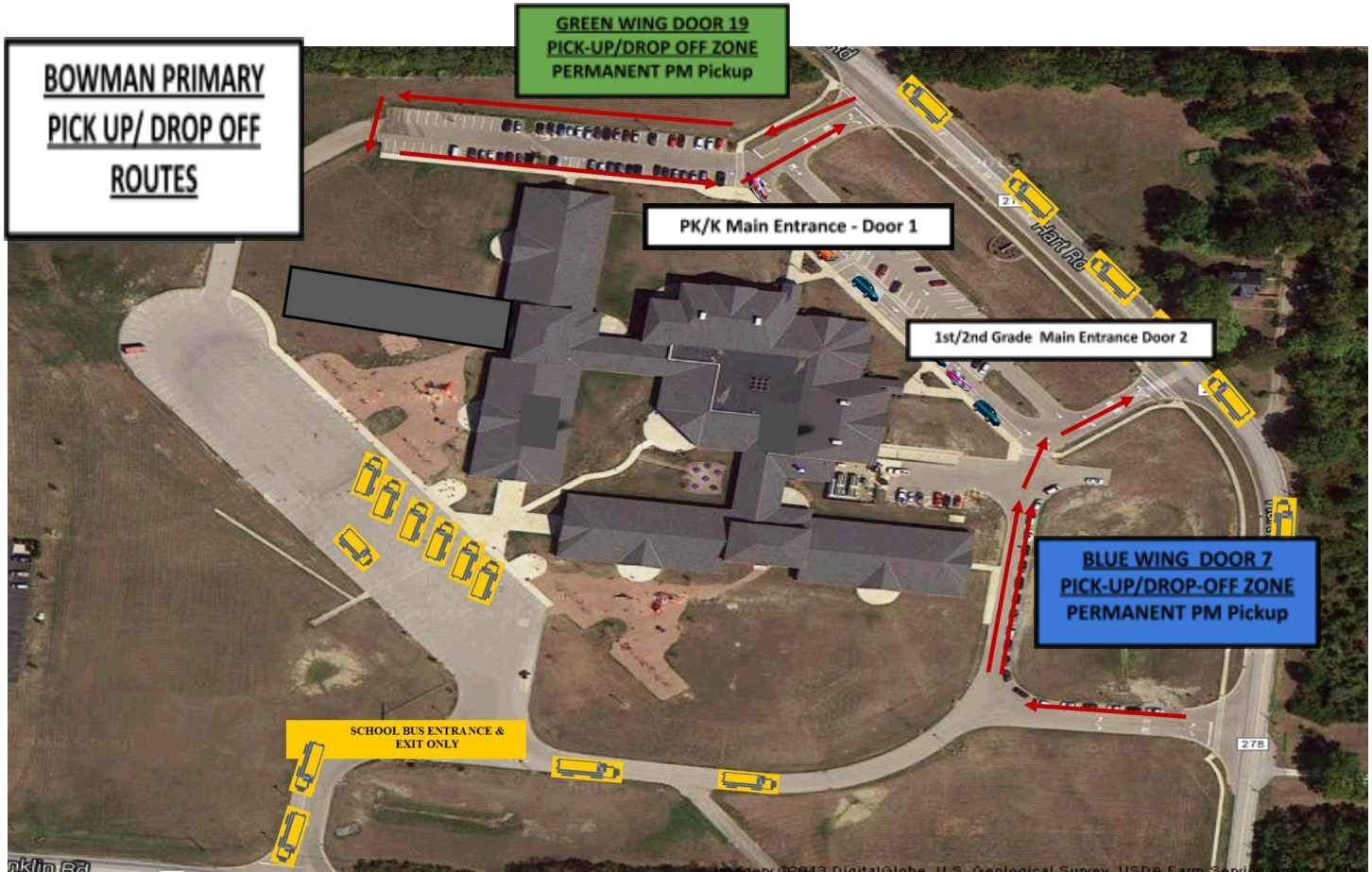


# Bowman Primary School Car Rider Procedures



## CAR RIDER PROCEDURES

### **Drop-Off Procedures - PK-2, AM ARRIVAL ONLY (8:45-9:00)**

All students will be assigned to either the BLUE wing or GREEN wing at Bowman. Car riders must be dropped off from vehicles in the car rider line in your child's assigned wing. Please do not park in parking lots and walk children through traffic to the car rider doors. In addition, do not pass other drivers who are waiting in line. If you have children in separate wings, you will utilize both wings for drop off and pickup as assigned.

**There are two Drop-Off Zones. Caregivers may NOT park their car to walk their child into the building. Office entrances are for caregivers with scheduled appointments with school staff.**

- **Green Wing Car Rider Zone/Door 19-** Assigned PK, K, 1st & 2nd Grade students will enter through doors on the Green Wing of BPS. The Green wing is located to the right as you face BPS main entrances. Families assigned to the Green Wing entrance will enter off of Hart Rd. through the main entrance, bear right and follow the car rider signs to the marked doorway. **Please do not enter or exit off of Rt. 123 as this is a bus driveway only.** Students should be seated in the back seat, on the curb side/passenger side of the vehicle. BPS staff will meet your child at the car during arrival.
- **Blue Wing Car Rider Zone/Door 7-** Assigned PK, K, 1st & 2nd Grade students will enter through doors on the Blue Wing of the building. The Blue Wing of the building is located to the left as you face BPS main entrances. Families assigned to the Blue Wing will enter off of Hart Rd, through the entrance closest to the West Side Church of Christ parking lot, and follow the car rider signs to the marked doorway. **Please do not enter through the main entrance to the building or off of Rt. 123.** Students should be seated in the back seat, on the curb side/driver side, of the vehicle. BPS staff will meet your child at the car during arrival. When your child crosses the red safety line with staff members, pull forward and exit the lot.
- **Mid Day Drop-Off Procedures -PK-K PM ONLY ARRIVAL (12:45-12:55) -** All PK/K PM only car rider students will be dropped off at the Green Wing Car Rider Zone/Door 19. The Green wing is located to the right as you face BPS main entrances. Families assigned to the Green Wing entrance will enter off of Hart Rd. through the main entrance, bear right and follow the car rider signs to the marked doorway.

Car rider drop offs may only occur between 8:45 and 9:00am. (PM only PK/K drop off times - 12:45-12:55 ) Students may only be dropped off when a staff member is present at the Drop-off Zone. If you arrive at the car rider drop off doors and staff is not present, your child is tardy (9:00 for AM arrival, 12:55 for PM arrival). Please come to the front entrance and escort your child into the building to be signed in and receive a pass to class.

## **PICK UP PROCEDURES**

### ***Permanent Pick-Up Procedures PK-2 PM ONLY (3:30 dismissal):***

- Permanent Pick-up students are considered "everyday car riders" Monday-Friday for PK-2 students, or follow a consistent pick up schedule each week (i.e. Tuesday/Thursday Pick up weekly). Caregivers or caregivers who pick up permanent car riders will NOT need to park their car and enter the building to sign out their child. Students will be dismissed through the Blue and Green wing car rider zones (\*3:30pm) to cars. \*Dismissal times may change depending on the number of students.
- School issued identification cards are provided for **permanent pick up car rider** families upon completion of paperwork available online [HERE](#) or in the office after August 5. A car rider hanging tag will be issued and must be displayed on the driver's rear view mirror. A student will NOT BE RELEASED to any car without a car rider hanging tag. **All individuals picking up car riders will need to have a picture identification ready on a daily basis and must be listed on your child's Emergency Contact Form.**
- **Green Wing Car Rider Pick-Up Zone/Door 19**  
**Blue Wing Car Rider Pick-Up Zone/Door 7**
  - Cars will line up in their assigned Pick-Up Zone beginning at 3:15pm. The staff member who approaches the car will record the number displayed on the car rider tag. Please help your child learn their assigned car rider number for a more efficient dismissal process. The staff member will bring students to their safe car/parent beginning at 3:35pm.. Students will load through the curb side/passenger side of the car.
  - Once all cars are loaded in the loading zone, staff will dismiss those cars. **If you need a few moments to help your child buckle in, please pull forward out of the safe loading zone or into a parking space to do so.** This will allow all students to dismiss in a timely manner.
  - Students not picked up by 3:50pm will be taken to the office where a parent will need to come in to sign them out in the main office.

### ***Permanent Pick-Up Procedures for AM only PK-K (11:30am dismissal)***

- Caregivers or caregivers who pick up permanent car riders will NOT need to park their car and enter the building to sign out their child. PreK students from the green wing and Kdg students will be dismissed out of the **Green wing** car rider zone to cars. PreK Students from the blue wing will be dismissed out of the **Blue wing** car rider zone.
- **Blue Wing(Door 7) & Green Wing(Door 19) Car Rider Pick-Up Zone -**
  - Cars will line up in their assigned Pick-Up Zone beginning at 11:15am. *The Green Wing Car Rider line will be closed at 11:35am to allow for buses to pull through. If caregivers arrive after that time, you will have to pick up in the office.* The staff member who approaches the car will record the number displayed on the car rider tag. Please help your child learn their assigned car rider number for a more efficient dismissal process. The staff member will bring students to their safe car/parent beginning at 3:35pm.. Students will load through the curb side/passenger side of the car.
  - Once all cars are loaded in the loading zone, staff will dismiss those cars. **If you need a few moments to help your child buckle in, please pull forward out of the safe loading zone or into a parking space to do so.** This will allow all students to dismiss in a timely manner.
  - Students not picked up by 11:35am will be taken to the office where a parent will need to come in to sign them out in the main office.

### ***Temporary Pick-Up Procedures***

- A temporary car rider is a student who normally rides the bus or is a permanent car rider but is picked up from school occasionally and not on a consistent basis.
- Caregivers who need to pick up their student from school occasionally will need to complete the **Student Dismissal Form** found on the Bowman webpage: [www.lebanonschools.org/bowman-primary](http://www.lebanonschools.org/bowman-primary) by 2:00pm. (11:00 for AM PK/KG)
- Notifying the office by 2:00pm (11:00 for AM PK/KG) will ensure your student is packed up and ready for dismissal and will expedite the pickup process.
- Caregivers who have listed their child's name on the temporary car rider list must be at school to show identification/Code Word. Your child will not be released until 3:45-3:50. The safest and most efficient way for students to get home is through the Permanent Car Rider line as a permanent car rider or their assigned bus.
- PK-K families will enter through Door 1 - the Green main entrance - to sign out their preschool or kindergarten student. First and second grade families will enter through Door 2 - the Blue main entrance - to sign out their first or second grade student. If you have multiple children grades PK-2, staff will assist you in picking up your children through Door 1 - the Green main entrance. Once caregivers have signed their child out by presenting their code word, caregivers will be directed to wait outside of Door 1 until their child is dismissed at 3:45 through the exterior gym door.
- In order for our staff to expedite an orderly and safe dismissal of so many young students, we must have precautionary measures in place. **Plan to provide your Code Word and Photo ID. Please plan accordingly.**
- **Caregivers who consistently sign their child out multiple days in a week will be placed on a permanent car rider status and will be dismissed to the permanent car rider zones.**