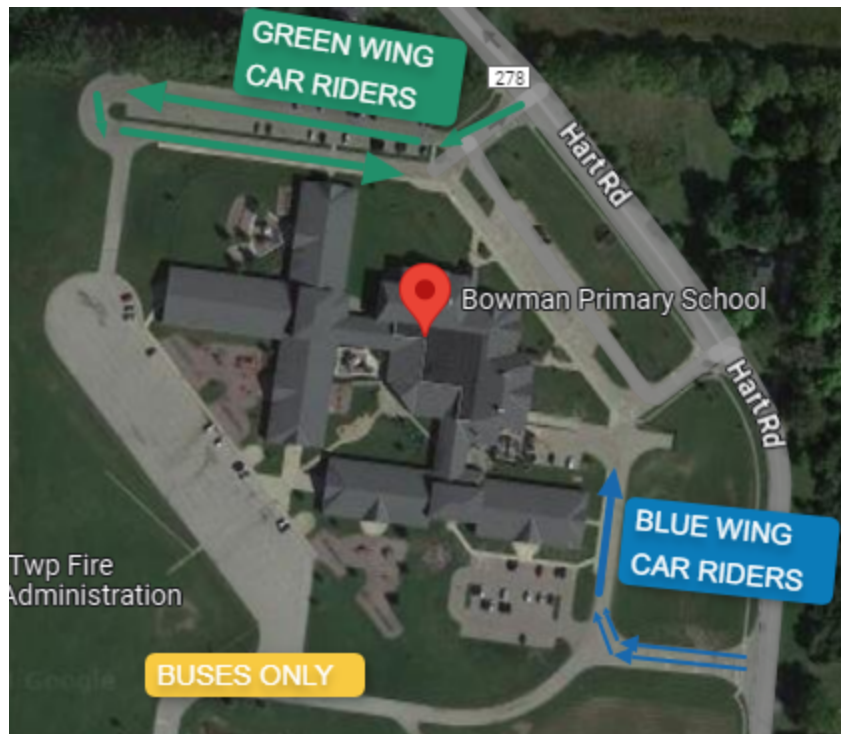


Bowman Primary School Car Rider Procedures



CAR RIDER PROCEDURES

- 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. If you have children in separate wings, you will utilize both wings for drop off and your assigned wing for pick up.
- Do not enter or exit off of Rt. 123 as this is a bus driveway only.
- Parents and caregivers may NOT park their car to walk their child into the building. Office entrances are for families with scheduled appointments with school staff.

DROP OFF/PICK UP ZONES:

Green Wing Car Rider Zone/Door 19 - The Green Wing of the building is facing NORTH. 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. Students should be seated in the back seat, on the curb side/passenger side of the vehicle.

Blue Wing Car Rider Zone/Door 7 - The Blue Wing of the building is facing EAST. It 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. Students should be seated in the back seat, on the curb side/driver side, of the vehicle.

MORNING DROP-OFF FOR PK-2 AM ONLY - 9:00-9:15:

- Students assigned to AM Preschool, Kindergarten, 1st and 2nd grade who are being dropped off for school must use their assigned wing for morning drop off. Drop off begins at 9:05. BPS staff will meet your child at the car during arrival. Blue and Green wing car rider arrival doors will close at 9:15.
- 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.

MID DAY DROP-OFF FOR PM ONLY PK/KG 1:00-1:15:

- **PRESCHOOL PM ONLY DROP-OFF (1:05-1:15) use Blue Wing Car Rider Zone** - All preschool car rider students will be dropped off at the BLUE WING CAR RIDER ZONE/Door 7.
- **KINDERGARTEN PM ONLY DROP-OFF (1:00-1:15) use Green Wing Car Rider Zone** - All KINDERGARTEN PM car rider students will be dropped off in the Green Wing Car Rider Zone/Door 19. Car riders must arrive before 1:00 for PM drop-off. Buses will drop immediately after car riders are unloaded. If you arrive after buses are staged, you will need to wait until bus riders are dropped.

PERMANENT PICK-UP (AM PK/KG ONLY - 11:50 am AND ALL PK-2 PM ONLY - 3:50 pm):

- 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). Parents 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 (*3:50pm) 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 (11:40 am/3:40 pm). 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 11:50 am/3:50 pm. 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 12:00 pm/4:00 pm will be taken to the office where a parent will need to come in to sign them out in the main office.

TEMPORARY CAR RIDERS

- 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 by 2:25pm. (11:25 for AM PK/KG)
- Notifying the office by 11:15/2:15 will ensure your student is packed up and ready for dismissal and will expedite the pickup process.
- Parents 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 12:00/4:00. 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-KG families will enter through Door 1 - the Green main entrance - to sign out their preschool or kindergarten students.
- 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. Once parents or 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 4:00 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.**
- **Parents or caregivers who consistently sign their child out multiple days in a week will be placed on permanent car rider status and will be dismissed to the permanent car rider zones.**