

## **Taylor Car Rider Pick-up and Drop-off Instructions**

Hello Taylor Families,

Due to the changes that are happening with bus transportation, cancellations, and route changes we wanted to take a moment to give some explanation about our A.M. drop-off and P.M. pick-up. When a bus route is canceled we are going to have more families that are dropping off and picking up their kids than we usually do and will need to have an understanding of how our procedures work so we can have the best traffic flow possible for Taylor Elementary.

### **A.M. Drop-off (8:35 am is when we start bringing students into the building)**

- When you enter campus from Springdale you will pass the bus lot and make your way down towards the Taylor Elementary building, where you will have two places that we drop-off and pick-up. We will explain below.
1. If you have a child in your car that is a **Kindergarten** or **1st-grade** student (or a **2nd-5th** grade student that is also in the car with the **K-1st** grade student) these students will need to be dropped off around the back/side of the building, due to this being the level of our Kindergarten and 1st grade classrooms. (2nd-5th can then make their way up the stairs to their grade level classroom)
  2. If you have a student(s) in your car dropping off that are only 2nd-grade - 5th-grade students you will stay up top and drop off at the front entrance to the building. The students will enter the main doors and make their way to their classroom.

### **P.M. Pick-up ( 3:35 pm is when we start releasing students to the cars for dismissal)**

- Pick-up is very similar to drop-off. When you enter our campus from Springdale you will pass the bus lot and make your way down towards the Taylor Elementary building, where you will have two places that you can pick-up your students. Explained below.
1. Same as pick-up, if you have a child that you are picking up that is a **Kindergarten** or **1st-grade** student (or a **2nd-5th** grade student that is also being picked up with the **K-1st** grade student) these students will need to be picked up around the back/side of the building, due to this being the level of our Kindergarten and 1st-grade classrooms. (the 2nd-5th grade students will come down from their classrooms to the lower level to be picked up with the K-1 student that is in the same car)
  2. Also same as pick-up - If you have a student(s) that you are picking up that are only 2nd-grade - 5th-grade students you will stay up top and pick them up at the front entrance to the building. The students will be released from their classrooms and make their way out of the building from the main entrance doors.

**Very Important to remember** - For the traffic flow to perform the best that we can, we will need the support of those dropping off and picking up students. Most likely when you

arrive there will be a traffic line that you will be in. We ask that you please be patient and stay in line, in the order that you arrive. Trying to go around the line and squeeze into a space between other families that have already been in line can cause serious problems as well as the potential for the traffic to not flow. Vehicles sticking out can cause difficulty with traffic flow and can be dangerous. So please be patient with us and stay in line, and follow the flow of traffic.

**Second Bit Of Very Important information** - An everyday car rider has a number that they use to pick their student up, but due to the circumstance that we have right now, we are not going to require families who usually ride a bus to get a number. We will enter the student's names into the spreadsheet so they know that their ride is at the building and they can make their way to the car.

**Third Very Important Information** - We also want to be able to help other families who may not be able to pick their child/children up but have friends or neighbors who are willing to pick their child/children up when they are getting their own kids. What we are asking is that you let us know that it is ok to do this by sending in a note with your child so that the office and the building know that this is ok with you and your family. Safety is our number 1 priority.

We know that this is a lot of information, but we felt that it is very important for everyone to hear again. Again, Thank you for all of your patience, and understanding.