

MOOREFIELD STATION CAR & DAY CARE VAN RULES 2019

Welcome to the 2019-20 drop-off and pick-up procedures! Safety of our students is our priority. To make our school a safe campus for students, faculty, bus drivers, and parents, please follow these requests.

Parent Car Drop-Off:

- Student car drop off begins at **7:30am – 7:50am**.
- Your child is **TARDY** if they are not in the building prior to the 7:50am bell.
- See the attached map to ensure proper flow of traffic. **THERE ARE CHANGES DUE TO THE MOOREVIEW PARKWAY EXTENSION.**
- Please pay attention to the posted speed when driving on our campus. (Yes, our campus also consists of Mooreview Parkway).
- Mooreview Parkway is **NOT** an approved drop off location. This is **NOT** a safe place to exit students from vehicles.
- **DURING SCHOOL HOURS, PARENTS WILL NOT BE ALLOWED TO TURN RIGHT ONTO OUR CAMPUS FROM MOOREVIEW PARKWAY. YOU MUST GO DOWN TO THE ENTRANCE BY THE TOWN HOMES AT CLARENDON SQUARE.**
- To ensure a quick process for everyone, we request that parents stay in their cars. Do not leave your car to assist your child in exiting the vehicle.
- For any reason, if you need to get out of your car (i.e. exit driver's seat to open a "child lock" door), we request that you please park in a designated parking space and escort your child to the school's sidewalk/door. Do **NOT** let your children walk through our parking lot without a parent escorting them.
- Please do not pass others, stay in a uniform line, and we will make sure that this process is quick and easy!
- **IMPORTANT:** We now have a **RIGHT TURN ONLY** sign at the exit from our parking lot. **ALL CARS MUST TURN RIGHT OUT OF OUR PARKING LOT. YOU MUST GO TO CLARENDON SQUARE AND MAKE A LEFT TO EXIT ONTO MOOREVIEW PARKWAY.**
- Our academic day begins at the 7:50am bell. All doors will be locked. If you arrive after 7:50am, please park in an approved space and escort your child into the school for a tardy pass.
- It is unlawful for cars to be on the front bus loop during school hours.
- Please be mindful of posted signs and marked pavement – Do not park in those areas.

Parent Car Pick-Up:

- We begin dismissal of students at **2:35pm**.
- Please display your number for our faculty to see. **Keep number VISIBLE at all times until you pick up your child.**
- Have your child memorize the number you are given (possibly placing a luggage tag on their backpack with your number to help them remember).
- Please park along the "Parent Pick-Up" curb in a tight single file line. This will allow us to assist a large number of students at one time.
- For any reason, if you need to get out of your car, we request that you please park in an approved parking space. If you need to walk up to the school to pick up your child, we request that you go to the front office and they will radio for your child to come to the office.
- Pick-Up ends at 2:50pm

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- If you arrive after this time, please park your car and pick-up your child in the office. Please bring a picture ID, buzz in at the front door, and our secretaries will be able to assist you.

Parent “Walker” Pick-Up:

- If you are opting to get out of your car and pick your child up, they are considered a WALKER!
- We are asking that you PARK IN A DESIGNATED PARKING SPOT. Meet your child at the FRONT DOOR of the school and escort them to your PARKED car. We do not allow parents to pick their children up at the gym door (this exit is for “car pick-up” ONLY).

Daycare Pickup Area:

- There is NO PARKING allowed on Mooreview Parkway. Please do not park in this area.
- Be mindful of our fluctuating daycare pickup times – dismissal is at **2:35pm**
- Daycare vehicles must participate in the parent pickup line.
- Please pay attention to the posted speed in all areas.
- Have a list of all students (names and grade levels) assigned to your daycare.
- Check with faculty about absent students
- PARENTS: If your child will NOT be attending day care during a specific day (due to illness, absent from school, or after school activity), please notify your daycare. The search for missing children delays our dismissal process.
- Please continue to remind parents to notify you (the daycare provider) if their child will be absent from daycare
- Be cautious when driving on our busy campus
- Faculty will escort all remaining students to the front office at **2:50pm**
- Daycare vehicles are allowed to enter the bus loop to pick up students after 2:50pm. The office staff will monitor daycare student pickup after 2:50pm.
- Daycare vehicles cannot pass a bus that is on the front bus loop with flashing lights

Transportation Form:

- Communication is key!!!
- Please complete a “transportation” form for each child. This form is located on our school’s website. You may also ask your child’s homeroom teacher. Deliver this completed form to your child’s teacher.
- We ask that if at any time, your mode of transportation changes, please submit an updated form to your child’s teacher.
- There is an electronic form that can be completed/updated in ParentVue regarding “transportation”. This is ONLY the transportation (dismissal) process your child will be following for the entire year. NOT a daily change or special situation you may have for one day.
- Daily changes in transportation MUST be sent to the school in a personal note from a parent that morning OR a phone call to the office. Have your child present the note at the beginning of the day. Phone calls must be made in a timely manner so that office staff can address the change.
- If you do have to call the front office with any changes, the earlier you notify us would provide us time to relay the changes to the teacher/child. A phone call at 2pm does NOT allow enough time for our busy office staff to contact both teacher/student.
- Please, do NOT rely on email with this time sensitive information. Teacher do NOT check email regularly as well, we do have times when technology has glitched.