

Moorefield Station Car 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.
- Please pay attention to the posted speed when driving on our campus.
- 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.**
- Individuals that arrive on campus in a car are considered “car riders” and must proceed through the “car rider drop off lane” located by the gym. Please do **NOT** park and walk your child to the building.
- 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 or assist your child with a seatbelt or booster seat), we have a designated spot for you in our loading dock.
- Please do not pass others, stay in a uniform line, and we will make sure that this process is quick and easy!
- **IMPORTANT: We 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 TO EXIT OUR CAMPUS.**
- Our academic day begins at the 7:50am bell. Our staff must begin the instructional day at this time. 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 “No Parking” signs – Do not park in those areas.

Parent Car Pick-Up:

- We begin dismissal of students at **2:35pm**.
- Car Rider Numbers will be distributed at Back-to-School Night and Open House each year. If you are unable to receive your number at those two events, do not worry, we will be able to provide you your number on your next few visits to our campus during “car rider pick-up” times.
- Please display your number for our faculty to see. **Keep number VISIBLE at all times until you pick your child up.**
- Have your child memorize the number you are given (possibly placing a luggage tag on their backpack with the 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.
- Pick-Up ends at 2:50pm
- If you arrive after this time, please park your car and pick-up your child in the office. Please bring a picture ID, use the intercom at our front door, announce your need, and our secretaries will be able to assist you.

Parent “Walker” Pick-Up:

- If you live in the adjacent community from our school, your child is considered a WALKER!
- All walkers will be dismissed to the right of the **FRONT DOOR** of the school. We do not allow parents to pick their children up at the gym door (this exit is for “car pick-up” and “daycare riders” **ONLY**).

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Daycare Pickup Area: (students who are enrolled in community daycare facilities)

- 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 are the only vehicles allowed to enter our campus at the main entrance (along with busses).
- Parking for boarding students is allowed on our access road (see map).
- 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, absence from school, or after school activity), **please notify your daycare**. The search for absent children delays our dismissal process.
- Daycare providers must 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 drivers must intercom our office at the front door and announce their needs.
- We do have second load busses. If a bus is on the “bus loop” after hours, daycare vehicles cannot pass a bus that is on the front bus loop with flashing lights

Transportation Form:

- Communication is key!!!
- Consistency and a Routine is key for every child!!! Maintain a routine from the beginning of school on how your child is dismissing from school each day.
- Please complete our electronic “transportation” form for each child. Continue to update your classroom teacher with changes in dismissal.
- 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. Teachers do NOT check email regularly, as well, we do have times when technology has glitched.

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