

EDGEWOOD CAR LOADING GUIDELINES

FRONT OF SCHOOL MORNING DROP OFF:

- Never park in the red emergency zone.
- Drive very slowly in the school parking lot (5 mph or less).
- Pull up to the south gate.
- Remain in your car at all times.
- Never leave your car unattended.
- Park along the yellow curb, street or in the church parking lot if you are escorting your child on campus.
- Not park in the red emergency zone.
- Be sure students exit the car on the curb side of the driveway.
- Have students' backpacks and bags ready to go.
- Do not allow your child to cross the driveway unattended.

FRONT OF THE SCHOOL AFTERNOON CAR LOADING:

- Drive very slowly (5 mph or less).
- Form two lines for car loading.
- Never leave your car unattended in the red emergency zone.
- Remain in your car at all times – your child will be brought to you.
- Place your child's name tag in the passenger window so the teachers can identify you.
- Be sure to buckle up your child's seat belt prior to leaving the driveway.
- Not conference with the teachers during their car loading duty (car loading is NOT the time for parent/teacher conferences).

CHURCH PARKING LOT MORNING DROP-OFF IS AVAILABLE DURING THE HOURS OF 7:45 – 8:30 AM:

- Drive very slowly (5 mph or less).
- Park your car and walk your child to the gate accessing the playground.
- Never allow your child to walk or run through the parking lot unsupervised.

CHURCH PARKING LOT AFTERNOON PICK-UP IS AVAILABLE DURING THE HOURS OF 2:30– 3:45 PM:

- Drive very slowly (5 mph or less).
- Park your car and come to the gate to pick up your child.
- Walk with your child back to your car.
- Be sure to buckle up your child's seat belt prior to leaving the driveway.

FAMILY NAME TAG PROCEDURE:

A family name tag system has been implemented to help relieve traffic congestion during car loading. A color-coded name tag will be sent home with your student during the first day of school.

WE ASK THAT YOU:

- Instruct siblings to check into the sibling room until the eldest student is dismissed from school.
- Pick up all of your children at the oldest child's pick up time to avoid blocking car-loading traffic.
- Place your family name tag in the passenger window.

Note the color-coding and the corresponding pick-up times:

Name Tag	Grade Level	Pick-Up Times
PINK	JK, K	2:30 - 2:50
YELLOW	1 - 2	2:50 - 3:10
BLUE	3 - 4	3:10 - 3:25
SALMON	5 - 8	3:25 - 3:45

OTHER EXCEPTIONS:

- Park at the yellow curb, along the street or at the church if you need to come on campus.
- Sign your child out at the front desk if you leave the campus through the front office.
- Pick up your child in the "Sibling Room" or in Extended Day if you are late. There will be a late charge after 3:45 p.m. You must park your car at the designated places and come into the office to sign out your child.

