

TILDENVILLE ELEMENTARY 2021-2022

CAR RIDER SAFETY PROCEDURES

Following these drop-off and pickup up rules will help the car line move quickly.

SAFETY RULES

1. In order to verify student pickup, all car riders **MUST** have a car rider tag visible.
2. All vehicles **MUST** come through the car rider line; all vehicles will need to make a right onto Brick Road to enter the car line and exit the loop to the right. *(See map below.)*
3. Students should **NOT** be dropped off in either parking lot. This is a safety issue. Students should **NOT** walk through parking lots without adult supervision.
4. Please remain in your vehicle, in the car rider line, to pick up your child.
5. Parking on Brick Road or on the grass by the bus loop is **PROHIBITED** for student pick-up and drop-off.
6. In the morning for drop-off, once you are parallel to the sidewalk, pull forward as far as possible to allow your student(s) to exit the vehicle. You must wait your turn to let students out of your vehicle. Do not pass cars waiting in line.
7. All students must go through the Main Building or Tiger Park to enter school buildings.
8. In the afternoon beginning at 2:45 p.m., vehicles will be required to double stack in the car loop for pick up. *(See map below.)*
9. State laws prohibit busses and vehicles from using the same loop. Car riders should **NOT** be dropped off in the bus loop.

MORNING SCHEDULE

CAR-RIDER DROP-OFF **8:15 to 8:40 a.m.**

Cars will be allowed on campus at 8 a.m.; students are to remain in cars until 8:15 a.m. unless student attends the before school care program.

BREAKFAST, SAFETY PATROLS & MORNING CLUBS BEGIN **8:15 a.m.**

CLASSES BEGIN **8:45 a.m.**

All students arriving after the second bell at 8:45 a.m. will need to go to the office for a tardy slip.

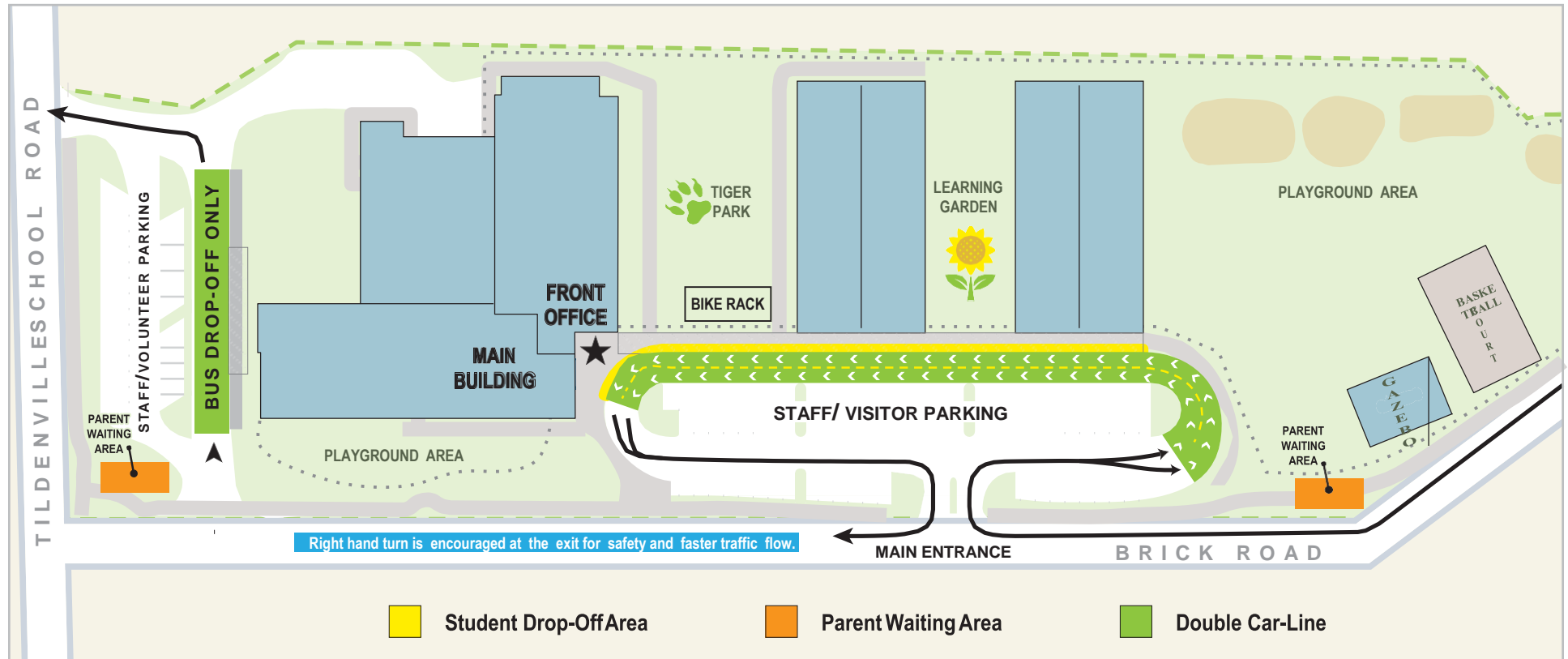
AFTERNOON SCHEDULE

CAR RIDER PICK-UP **3 to 3:15 p.m.**

Wednesday pick up is from 2 to 2:15 p.m.

LATE PICK-UP **Main Office**

Students must be signed out with staff in the front office.



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TRAFFIC SAFETY AND SECURITY PROCEDURES



ARRIVAL AND DISMISSAL

Car rider procedures have changed; as a result we have established the following procedures:

■ Arrival/Dismissal

- Pre-Kindergarten will be picked up and dropped off in the car loop.
- Only students and OCPS staff members will have access to our campus during arrival and dismissal.
- No parents will be allowed within the security gates at dismissal.
- Parents will not be able to pick up students between 2:30-3 p.m. (1:30-2 p.m. on Wednesdays).
- Students who have been signed out prior to 2:30 must exit the campus through the front office.

We have 5 options of dismissal for our students:

- Car rider
- Bus/daycare van riders
- Brick Road walker/bike rider
- Tildenville Road and Brick Road walker/bike riders – by the Marquee
- Dramatic Education – Before and after school program (*registration required*)

- Morning drop off will start at 8:15 a.m. Cars will be allowed on campus starting at 8 a.m. Students are to remain in their cars until 8:15 a.m., students are **NOT** to line up in front of the main building until this time. Only Pre-K drop-off will use the outside lane and dropping off at the top by the flagpole until 8:30 am. After 8:30 am all cars will use the inside car lane including VPK drop-off. All other grade level drop-off will be using the inside car lane. All morning arrival or visitors that need to park will use the parking spaces available on the street-side of the parking lot, facing Brick Road. These spaces will be our new designated visitor spaces.

Notice of Limited Responsibility for Supervising Students (As per OCPS Student Code of Conduct) OCPS employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and/or 30 minutes before a school-sponsored activity is scheduled to begin or students remaining on school grounds more than 30 minutes after school and/or 30 minutes after the school-sponsored activity ends. OCPS is not responsible for supervising students not in attendance at school, or students not authorized to participate in school-sponsored activities. Casual or incidental contact between OCPS personnel and students on school grounds shall not result in a duty to supervise students. Parents or guardians should not rely on OCPS employees to provide supervision for their child outside of the above time period.

- Afternoon pick up will be double stacked; we will have two rows of cars being loaded at the same time. **If you are on campus early you must remain in your car, in line, with the engine off.**
- Students who enter and exit our campus in a car are considered car riders and should be dropped off and picked up in that location only. To gain access to the car rider loop, cars may come to the campus in a single lane and will be directed when to start double stacking. Once in the car rider loading area, cars must be turned off. Cars will **NOT** be loaded until everyone in the loading area follows these procedures. Once all cars are loaded, you will be directed to exit the car loop. One lane will be released at a time. Your adherence to this procedure is crucial to our students' safety!

Car tags **MUST BE DISPLAYED** in order for a student to be placed into the car at dismissal. Car tags are available in the in the front office during the school year. Failure to display the cartag will require the driver to park, come to the front office, gain a car tag, and re-enter the car loop to gain access to the student.

- Tildenville School Road walkers/bike riders will meet at the corner of Brick Road and Tildenville School Road by the marquee.
- Brick Road walker/bike riders will go through Tiger Park and meet at the gate by the pavilion. Please remain on the sidewalk and wait for your student. Parents will not be permitted access inside this gate.

PARENT ACCESS TO CAMPUS:

- We have new safety and security procedures which will allow us to ensure that all of our students and staff members remain in a secure environment. Security fencing has been installed around the perimeter of the campus with gates which will remain locked for entrance. Parents who need to access our campus must go to the front office, ring the bell and wait for the receptionist to allow entry. No entrance will be permitted within the main campus without an established appointment with a teacher or staff member. Lunch with your child must be approved 24 hours in advance. Please wait in the front office for your child, and then go to designated area for lunch. Please see the front office for the form. **All visitors for lunch, school volunteers and field trip chaperones must be ADDitions approved and must sign in and out in the front office.**