

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

**PLEASE WATCH YOUR EMAIL AND OUR FACEBOOK FOR UPDATED INFORMATION ON OUR CAR RIDER LINE—WE WILL NOTIFY EVERYONE WHICH PLAN WE WILL BE USING**

**CAR RIDER TAG AND INFORMATION FOR 2017-2018 SCHOOL YEAR**

Car rider families:

Safety of our students and families is our number one priority. Your cooperation with our rules and procedures is paramount to ensuring everyone's safety. Please read carefully and assist us to make this process more efficient and safe for all of our students. Please do not get out of your vehicle. Make sure students know how to buckle their own seatbelts or booster seat harnesses. If your child does not, pull forward in the line and secure your child. Drivers and passengers are expected to follow all directions of the Bunker Hill staff members directing the line. We have 2 Plans in place pending the status of the parking lot being finished at our lower level. The car rider line will always be at the lower level off Shelbyville Road. Plan A is how we did car rider last year, and Plan B we will be bringing cars into the new parking line and having you fill up the marked lines to get traffic off Shelbyville Road. We will have a staff member releasing cars in the lines as needed.

**AM Drop Off: 8:35-8:50 AM**

1. We will open the doors and begin allowing students into the building at **8:35 AM**. We recommend that you drop off your students as close to this time as possible. Students are considered late if they are not in the building at **8:50 AM. This time is according to our school bells and clocks.** Students brought to school after the 8:50 AM bell will need to be taken to the front office. You must come in to sign your child into school. They will be considered tardy and will be marked in the attendance records as such. **Students cannot be dropped off from their cars at the front office.**

**Dismissal: 3:50-4:05 PM**

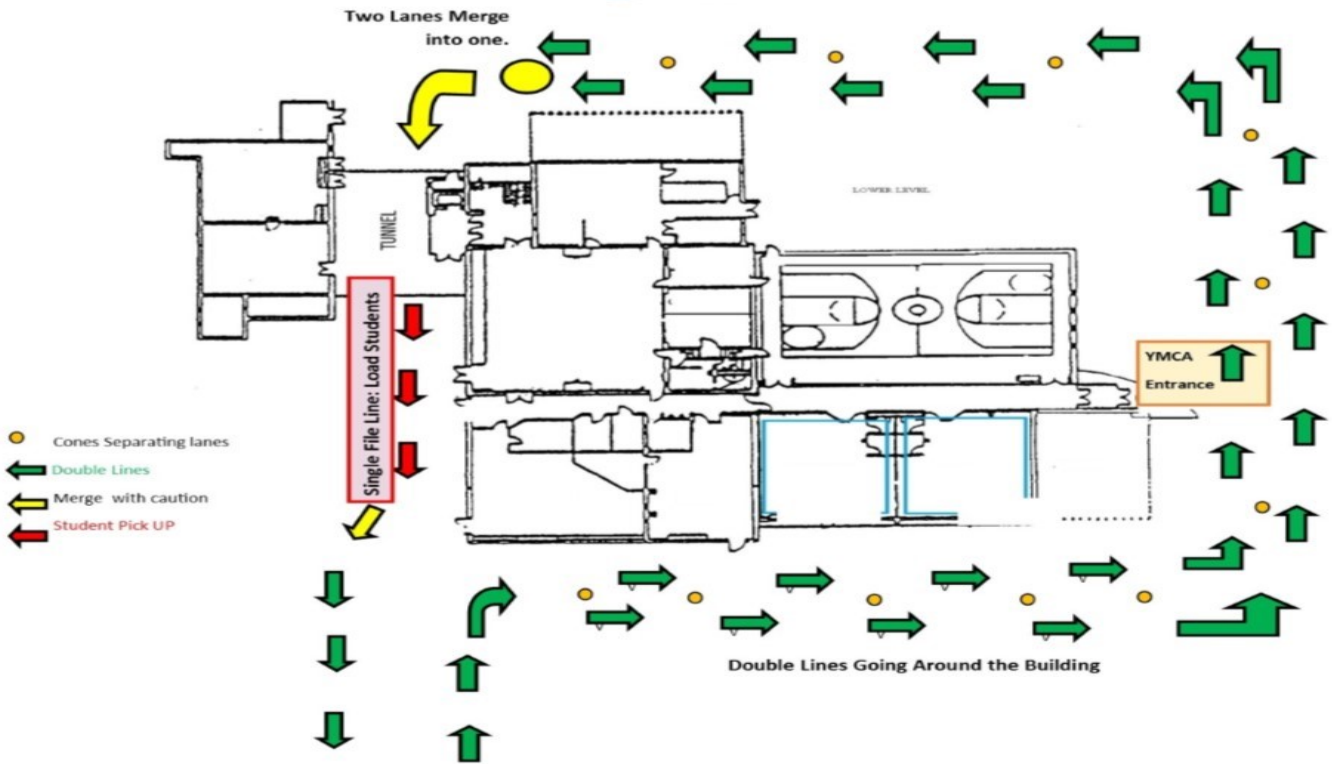
1. All drivers **MUST** have a car rider tag in the front windshield . Any car without a 2017-2018 Bunker Hill issued car rider tag will not be allowed to pick up at the car rider line. You must go to the front office to get a car rider tag before students will be released. These tags can not be duplicated by you. If you need more tags the school will provide them for you. Please note that only parents/guardians may be issued a card by the front office. Parents/guardians may then distribute cards to those picking up students.
2. Place the card on your drivers side windshield where it is easily visible.
3. Pull up carefully as directed by a staff member. We will escort your students to the car. Once your child is loaded into the car, you may go ahead and drive forward or around.
4. Students picked up after **4:05 PM** will be sent to the front office and a parent/ guardian will have to sign the student out as this is past our pick up times.

Thank you for your cooperation,

Bunker Hill Staff



# Plan A



# Plan B

