

Car Rider Arrival and Dismissal Procedures

Conemaugh Township Elementary

Arrival

- Enter through the entrance near the gray barn. See the map on page 3.
- Students may arrive between 8:30 and 9:00 a.m.
- Do not park or leave your vehicle unattended in front of the main entrance. This creates a safety concern and disrupts student loading and unloading.

Dismissal

- Students being picked up by car must bring a written note from a parent/guardian. Include:
 - Who will pick up the student
 - The days the arrangement appliesA single note at the beginning of the school year is sufficient for daily car riders.
- Dismissal changes must be submitted by 10:00 a.m. We cannot accept phone calls or emails after that time except in emergencies.
- Families must use a Car Rider Mirror Tag at pickup. Additional tags are available after September 4 for \$5.
- Do not arrive before 3:20 p.m. Vehicles may not enter the parking lot before that time.
- Students are dismissed from the main entrance beginning at 3:30 p.m., in the order vehicles arrive.
- Anyone picking up a student may be asked to show photo identification.

Car Rider Do's and Don'ts

- Do display your mirror tag on your rearview mirror so the number is visible through the windshield.
- Do enter through the entrance near the gray barn.
- Do park along the circle and pull forward to the designated spaces.
- Do pull forward completely, leaving no gaps between vehicles.
- Do remain in your vehicle and load students promptly. Students should buckle their own seat belts.
- Do have students enter on the driver's side to avoid walking around vehicles.
- Do wait until all six loading spaces are filled before exiting.
- Do exit to the right at the stop sign and yield to all buses.
- Don't pass other vehicles in the pickup line. A staff member will signal when your group may exit.
- Don't arrive before 3:20 p.m.; your tag cannot be read before then.
- Don't expect students to be released without a car rider tag. If there is a tag issue, pull into the "?" space in the circle and wait for assistance.

Please help keep arrival and dismissal safe by being prompt, courteous, and following these procedures.

For questions, contact the elementary office at 814-479-4080.

Arrival/Dismissal Procedures at Conemaugh Township Elementary

