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August 2019

TO: Parent(s)/Guardian(s) of AM and/or PM Car Riders:
FROM: Robert J. Homer, Principal
RE: **Car Rider Drop-off and Pick-up Procedures 2019—2020**

Welcome back to school! We look forward to seeing you on Monday, August 19th.

Car rider drop-offs and pick-ups affect a significant number of our SSE families. Therefore, I humbly ask you to please comply with our procedures. Listed below on page 1, please find detailed information pertaining to the drop-off procedures for car riders in the morning and on page 2 pick-up procedures for car riders in the afternoon. Please carefully review them so that we may promote the safety and security of our students as well as be efficient as possible.

MORNING CAR RIDER DROP-OFF

When dropping off students in the morning and exiting campus, please adhere to the following guidelines:

- You may **drop-off beginning at 7:00 AM**. Please wait for school personnel to arrive outside. **DO NOT drop-off if supervision is not visible**. The principal will typically be the first one out and will give a sign that drop-off may begin. Students should proceed to either drop-off entry door.
- **Use the single lane that loops around the back of the building leading up to the drop-off zone**. This process will allow us to get more cars on campus and alleviate long backups on business 17.
- Keep moving forward. When you reach the beginning of the drop off zone continue until traffic stops (at the purple cone).
- When all traffic stops, please say quick good-byes and make sure your child has all of his/her school materials. **Have your child exit from the right-side of your car near the curb in a prompt fashion. Any slow exiting causes a greater backup of cars.**
- After dropping off your child, if there are still cars dropping off in front of you, please wait and then proceed in single line fashion using the primary exit route proceeding to the 2 way stop sign intersection and turning left to business 17. **Remember, you may only make a right turn when entering business 17.**
- **TO PROMOTE GREATER SAFETY, NO DROP OFFS SHOULD OCCUR IN THE FRONT PARKING LOT OR ANY OTHER AREA OTHER THAN BY THE FRONT MAIN DROP OFF ZONE . You may walk your child into the building during the first 5 days of school (Monday, August 18 through Friday, August 23) to ease his or her transition to the new school year or in some cases to a brand new school. After the first 5 days of school, all students should be dropped off according to the car rider drop-off guidelines.** The front parking lot will be monitored. You may not park to simply walk your child to a school entrance door.
- If you have school business that necessitates walking your child to the front office, pull into the parking lot, park in a designated space, and walk your child into the building via the main entrance door. Please be extremely careful and follow the directions of the school staff member supervising the crosswalk.
- The official late bell is 7:45 AM.

AFTERNOON CAR RIDER PICK-UP PROCEDURES

- **Parents will line up in a single line** just like AM drop-off.
- Please do not block the crosswalk in the front of the school to maintain an open safe area to cross.
- **Parents must have the school-issued car tag visible.** (This is for the names to be called as well as making sure that you have permission to pick up the student. If you do not have a school-issued car tag, your child will NOT be called to dismiss and you will have to come into the school with proof of identification.) Please have your car tag on the passenger corner of your dashboard so that the “caller” may easily read the tag.
- **The designated “caller” will identify sixteen (16) cars to proceed to the single file pick up line designations according to the colors: red, orange, yellow, green, blue. The first car will pull up to the red cone and all other cars will pull up to the preceding car. Only 16 cars will pull up for SINGLE LINE pick-up at one time. The designated “caller” will continue to identify students for pick-up via the walkie-talkie system so that students are continually available for pick-up to speed up the process.**
- Once in the dismissal line at the colored cones, **all cars must be put in PARK.**
- **All students will load into the passenger side of cars in the single line pick-up AT THE CURB ONLY. If there is a special need for loading, please see an administrator or teacher at the drop off zone.**
- Passenger side doors should
- be unlocked for a quicker dismissal.
- Once your child or children are loaded, stay in your exit lane to depart campus.
- If your child or children is/are not ready for pick up at one of the colored cone locations, you will be directed to pull out to the purple cone. When your child or children are ready to depart, they will be walked to your car in the purple cone area. The purple cone area is necessary to keep other pick-ups moving.

DURING PICK-UP, PLEASE REMEMBER TO HOLD YOUR SPEED LIMIT TO 20 MPH, DO NOT USE CELL PHONE WHILE DRIVING, AND PLEASE DO NOT GET OUT OF YOUR CAR DURING THE PICK-UP PROCESS. Thank you in advance for your cooperation and assistance as we implement our new PM car pick-up system.

**PLEASE DRIVE WITH SAFETY IN MIND!
DRIVE SLOWLY ON SCHOOL GROUNDS.
DO NOT USE CELL PHONES WHEN DRIVING ON SCHOOL GROUNDS.
MAKE SURE YOUR CHILDREN USE APPROPRIATE CHILD SEATS AND SEAT BELTS.
ONLY DROP OFF AND PICK UP ON THE CURB SIDE.**

Sincerely,

Robert J. Homer

Robert J. Homer
Principal