



River Oaks Elementary

Rene Cazier, Principal
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700 Augusta Plantation Drive, Myrtle Beach, SC 29579
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September 2020

TO: Parent(s)/Guardian(s) of AM and/or PM Car Riders
FROM: Rene Cazier
RE: **Car Rider Drop-off and Pick-up Procedures 2020-2021**

Car rider drop-offs and pick-ups affect a significant number of our ROE families. With our every increasing student enrollment, these processes are becoming more difficult. 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 two lanes leading up to the drop-off zone**. This process will allow us to get more cars on campus and alleviate long backups on Augusta Plantation Drive.
- **STAY IN YOUR CHOSEN LANE** and keep moving forward. When you reach the beginning of the drop-off zone, you will be directed to merge into the one drop-off lane and continue until traffic stops (at the end of the front awning in the drop-off zone). **PLEASE PULL ALL THE WAY FORWARD TO THE #1 SIGN IN THE DROP-OFF ZONE**. Please pay strict attention to the traffic director to proceed to the drop-off zone. The traffic director will alternate between the two lines to have you proceed to the drop-off zone.
- When all traffic stops, please say quick good-byes and make sure your child's has all his/her school materials. **Have your child exit from the right-side of your car near the curb. Please have your child exit your car promptly. Any slow exiting causes a greater back up of cars.**
- After dropping off your child, if there are cars still dropping off in front of you, you may pull into the left hand lane to begin to leave school grounds using the primary exit route (the same way you entered).
- **TO PROMOTE GREATER SAFETY, NO DROP-OFFS SHOULD OCCUR IN THE FRONT PARKING LOT**. The front parking lot will be monitored. You may not park to simply walk your child to a school entrance door.
- After all school buses have left the campus, a traffic director will begin routing some cars to a secondary drop-off area to increase the number of students unloading in the morning. Please follow the same procedures as listed above.
This secondary drop-off area will only be used during morning drop-off.

AFTERNOON CAR RIDER PICK-UP PROCEDURES

- **Parents will line up in a single line in the far right lane** (This ensures an opening to the front office parking lot for anyone that needs to come into the building in the afternoon for meetings, etc.)
- Parents will 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 calling student names 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



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and you will have to come into the school with proof of identification.) Please have your car tag on the left side corner of your dashboard so that the “caller” may easily read the tag.

- **The staff designated “caller” will designate twelve (12) cars to proceed to the single file pick up line designations. Please pull up to and stop at the front most numbered sign beginning with number 1. Pull your car up and line up your front bumper with the numbered sign. Only 12 cars will pull up for SINGLE LINE pick-up at one time. The staff 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, under the awnings in the front, in front of a numbered sign, **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.**
- Passenger side doors need to be unlocked for a quicker dismissal.
- Once your child or children are loaded, you may pull away into the left exit lane to depart campus.
- If your child or children is/are not ready for pick up at one of the “1—12” numbered pick up locations, you will be directed to pull out to the “0” designated area. When your child or children are ready to depart, they will be walked to your car in the “0” designated area. The “0” designated area is necessary to keep other pick-ups moving.



**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**

Thank you in advance for your cooperation and assistance as we implement our AM and PM car drop-off pick-up systems.