

CAR LOOP PROCEDURES

We, at TEWMS would like to stress the importance of adhering to the car loop loading/unloading procedures to ensure that our student's arrive/dismiss from school safely and efficiently. It is important for all students to be dropped off at the sidewalk in front of our main office. If each car would pull all the way up before dropping off/picking up their students, this increases the efficiency of the process in the am/pm. When students are dropped off and picked up randomly along the sidewalk, it creates a "bottleneck" effect and a safety hazard when cars randomly pull out and through traffic is moving left. If for any reason, a student needs to unload/load a number of items, it is encouraged that parents pull into a parking space and assist the student so that the car loop is not blocked. At no time, should a car be vacated in the car loop line. Our School Resource Officer will be assisting with these procedures throughout the year. A few tips to assist parents with smooth drop off/pick up is to have your student dropped off no earlier than 8:10 am and no later than 8:25 am. After 8:25 am, the car loop becomes very congested. In the afternoon, students are released at 2:55 pm. Please do not park in the car loop an hour before dismissal, because this becomes a traffic issue and blocking our fire lane for when an emergency occurs. Please arrive 10 minutes before dismissal to make our car loop flow quickly. Students must be picked up by 4:00 pm. After 4:00 pm there is no supervision for your child on our campus. Please see the diagram on the back of this memo, for a visual display of the car loop.

Thank you for your cooperation in making our car loop as smooth as possible for the 2013/2014 school year!

