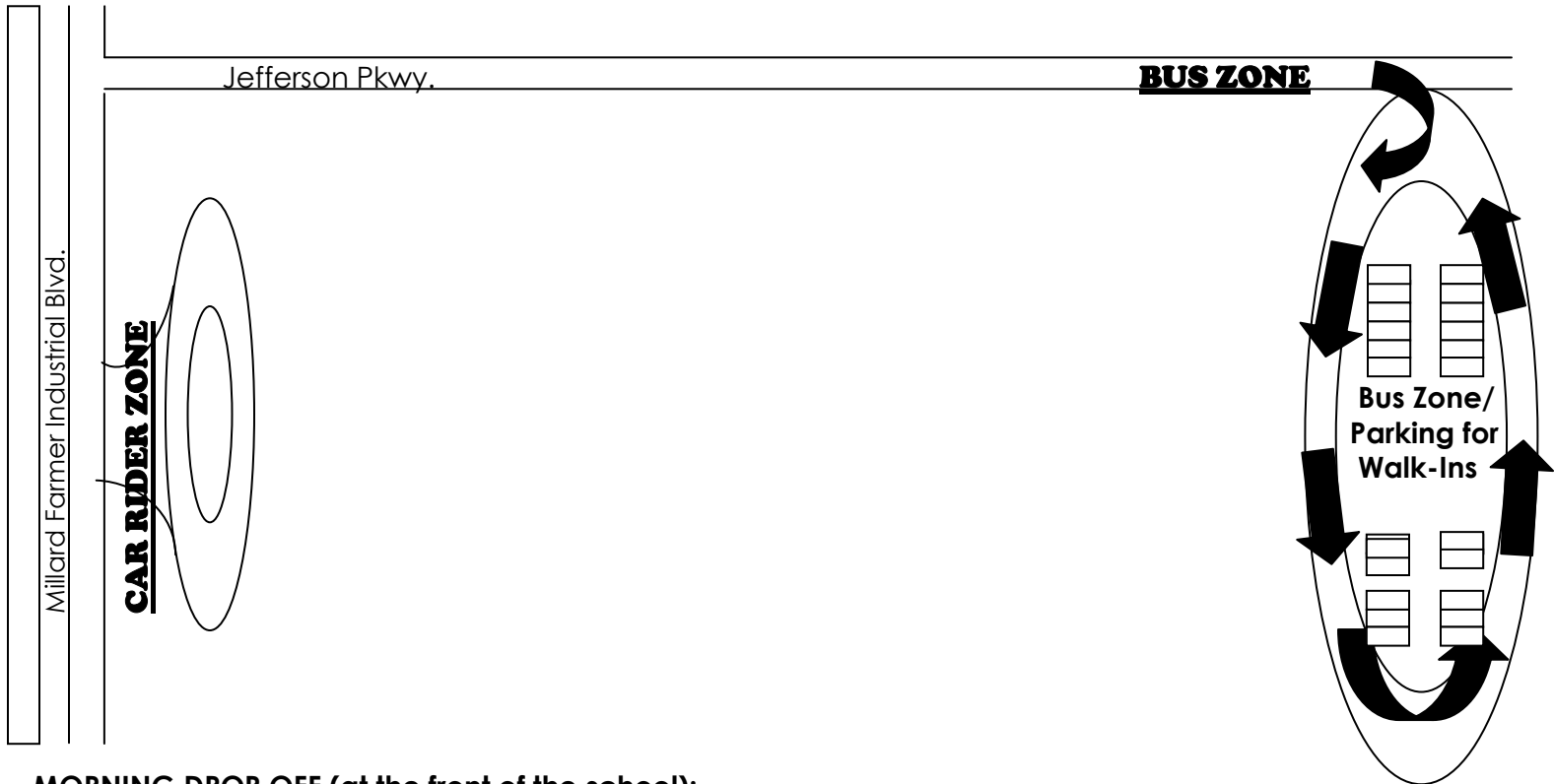


JPES Car Rider Procedures

Thank you in advance for your cooperation. Let's work together to keep our children safe at our school.

GENERAL PROCEDURES:

- Car Rider Zone is **at the front of the school, off Millard Farmer Industrial Blvd.** See the map below for directions. Please **DO NOT** use the back of the school to drop off your students **unless** you are parking and plan to escort your child to their classroom between 7:30 and 8:00 a.m.
- For the safety of our students, please drive slowly while on the Jefferson Parkway campus and **DO NOT USE A CELL PHONE** while in the car rider area.



MORNING DROP OFF (at the front of the school):

- Use only lane 1 to drop off students **between 7:30 and 8:00**. DO NOT drop off your child before 7:30 as adults are NOT present to supervise until then.
- The front car rider area is for drop off and pick up only. However, **if you'd prefer to park your vehicle and walk your child into the building, you are welcome to use the BACK parking lot**, which can be accessed off of Jefferson Parkway between 7:30 and 8:00 a.m.
- Students being dropped off after 8:00 a.m. must use the front entrance and be escorted to the office to be signed in by an adult.

AFTERNOON PICK UP (at the front of the school):

- Pull into either one of the two lanes of traffic used for afternoon pick up between 2:30 and 3:00. Please **DO NOT** get out of your vehicle; your child will be escorted to your car when it is safe. Do not move your cars until all students are safely in the car and you are motioned to move forward.
- You must have an official Jefferson Parkway Car Rider sign posted in the front window of your car. If you do not have your sign, you will need to park your car, walk into the building and up to the front office to show your ID before your child will be released to you. This is for your child's safety.
- Car riders may be picked up between 2:30 and 3:00 p.m. If they have not been picked up by 3:00, they will go to the After School Program. **The ASP charges a \$15.00 drop-in fee for this service.**