Dear Minooka Primary Center Families,

Due to our concerns for the safe arrival and dismissal of all students, there are certain procedures that we are asking you to follow if you drop off/pick up your child before and or after school. If your child is ever dropped off or picked up by a neighbor or babysitter (even if it is not on a regular basis) please notify the office, 815-467-3167, and make sure that the neighbor/friend is aware of the procedures.

Arrival/Dismissal (AM and PM sessions)

1. Car riders will drive down **Massasoit** only and pull up to the East Entrance of the building. There will be no passing of vehicles allowed for the safety of walking children. Each car should have a labeled sheet of paper indicating the child's name and homeroom (included in orientation packet). This sheet of paper must be in the windshield from the first day of school until the last day of school. If the identifying sheet is not in the car the guardian will be sent to the office to show proper identification in order to pick up the child. The car rider line will start off as a slow process in the beginning of the year and gradually speed up as the students learn the routine and expectations. Please be aware of the process and be kind to the staff managing the routine. Parents should not park and walk students to Door 1, if students arrive in a car, they are considered car riders.

2. Bus students will arrive and be dismissed through the Main Entrance (Door 1), the front doors of the school, off of **Church Street**. Adults will supervise students as they come off of the bus as well as when they board the buses.

3. Walkers must be met by a parent at the Main Entrance (Door 1). If a parent is not available to escort the walker then an older sibling or guardian needs to be present for walker pick up.

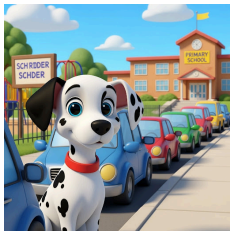
4. Students in the STARS Program will receive instructions from the classroom teacher.

*If a change is made in regards to who will pick up a child the front office needs to be notified so that our building secretary can notify the classroom teacher, please call 815-467-3167. Within the orientation packet you will receive the car rider sign and the map of the building to help you identify doors and street names.

Please save the above information for your records.

Thank you,

Dr. Teresa Leuer



MPC Car Rider Reminders:

- Avoid using your cell phones while in line
- Pay attention to the car in front as you are moving
- Do not ever pass a car, even after you have loaded or unloaded your child
- Wait until all cars are unloaded to move towards the stop sign on Church and Massasoit
- For pick-up always have your plaque on the dashboard ON THE DRIVER'S SIDE
- Students must remain in safety seats and buckled until your car has come to a complete stop for unloading
- Arrive in a timely fashion according to arrival and dismissal times (see below)
- Set a good character example for your children
- Do not park and walk your children into the building, if you are in a car, you are a car rider and must be in the car rider line
- **Do not block neighborhood driveways**

The staff at MPC will reinforce these rules daily. Please understand this is our efforts to ensure student safety. Minooka Police will frequently visit at arrival and dismissal times to assist.

As a reminder the AM Morning session starts at 8:45 a.m. and ends at 11:25 a.m. For arrival we begin opening car doors at 8:30 a.m. and stop at 8:45 a.m. At dismissal we begin loading at 11:25 a.m. and finish once the last car has been met by our staff member calling with the walkie-talkie (usually 10-12 minutes after doors open), if you do not see the staff caller anymore do not join the care rider line, go to the office through door one.

The PM Afternoon session starts at 12:55 p.m. and ends at 3:35 p.m. For arrival we begin opening car doors at 12:45 p.m. and end at 12:55 p.m. At dismissal we begin loading at 3:35 p.m. and finish once the last car has been met by our staff member calling with the walkie-talkie (usually 10-12 minutes after doors open), if you do not see the staff caller anymore do not join the line, go to the office through door one.

If you have any questions please call me at 815-467-3167. Thank you for your understanding and helping the staff at MPC keep the children safe!