

Oak Grove Central Elementary

AM Drop- Off Procedures

- Parents are to enter the school through the West entrance in the car rider lane closest to the building. Once this lane is full, begin forming a line (going west bound) in the turning lane on Oak Grove Road. DO NOT create a second lane- these lanes are used for buses. You will be directed by staff when to create another lane for drop off. Also, the east bound lane DOES NOT have a turning lane. Wait lines before 7:00 are prohibited
- Entry into the building begins at 7:00, but **STUDENTS ARE TO REMAIN IN THEIR CARS UNTIL STAFF IS ON DUTY AND BEGIN DIRECTING STUDENTS OUT OF CARS AND BUSES.**
- Students exiting from the inside lane must not exit until your vehicle has reached the sidewalk (not in front of the rocks.)
- Students will exit vehicles from the **RIGHT-HAND SIDE** and follow staff directions:
 - Inside lane- down the sidewalk
 - Outside lane- through the poles to the crosswalk

PM Pick- Up Procedures

- Car rider pick-up line begins forming in the west bound turn lane on Oak Grove Road. **Cars may not enter the school lot until 2:00 p.m.**
- At 2:00, cars may begin lining up in the lane closest to the building (First car should proceed to thick yellow line at the far east side of the building.)
- **STUDENT PICK-UP SIGNS MUST BE HANGING FROM THE REARVIEW MIRROR AND VISIBLE FOR STAFF TO READ. THEY MUST REMAIN VISIBLE UNTIL YOUR CHILD IS IN YOUR VEHICLE.**
- **CAR RIDER SIGNS ARE REQUIRED. CARS WITHOUT SIGNS MUST PARK AND PROCEED TO PROVIDE ID TO OFFICE STAFF INSIDE THE BUILDING.**
- Once the first lane is full, cars are to remain in the turn lane until buses have been released from the lot. At that time, staff will direct cars into the pick-up lanes.
- Once you have been directed into a lane, **please remain in that lane- changing lanes WILL result in a delay in picking up your child.** (Outside staff radios inside telling students which lane their car will be in)
- **Once your child is in your vehicle, you are to remain in your lane until directed by staff to exit.** If a car ahead of you does not have their child yet, staff will direct you WHEN/ HOW to proceed.
- **Two lanes of traffic will be exiting simultaneously- outside lane will merge into the first lane AFTER YOU HAVE PASSED THE LAST STAFF MEMBER ON DUTY AT THE FAR EAST END OF THE PICK-UP LANE.**

Safety Precautions

- **For the safety of students and staff, in the AM, do not allow students out of vehicles until directed by school staff on duty.**
- **Refrain from any cell phone usage while in the car rider line- PLEASE ADHERE TO THIS PROCEDURE.**
- **Staff members are stationed on the road and between car lanes please be aware of staff on duty and drive slowly.**
- **While in the turning lane, do not block the exit (east end)- Leave a gap in the turning lane for cars/buses to exit and turn left (West bound).**
- **Always remain in your vehicle. Always follow staff directions.**
- **Be courteous and patient of other drivers and staff.**
- **Students are not to be dropped off in the front parking lot or on the street to avoid the car rider line.**

Our first priority during drop off and dismissal is SAFETY. Our goal is to keep students safe and complete drop off and pick up in a timely, efficient manner. We ask that you do your part by following the directions given by our staff. We appreciate your understanding and patience. Please be sure that all individuals responsible for drop off/pickup of your child have read and understand our procedures and precautions.

OGCE DROP OFF/PICK UP DIAGRAM

