

Manor Woods Elementary School

Carloop Procedures

We are committed to ensuring arrival and dismissal is safe, quick, and efficient. We thank you in advance for your cooperation, support, and patience.

Car riders will be provided with 2 official MWES Carloop Passes. Please complete these passes with your child(ren)'s first and last name and grade. Write LARGE and NEAT. This is how we will identify your vehicle and student(s). This pass will be required for the fastest pick up of your students and will provide staff with "visual confirmation" that your students are being picked up by an authorized adult.

Dos	Don'ts (PLEASE)
<ol style="list-style-type: none"> 1. Clearly display and ensure your student's car pass is visible for MWES staff to see in the passenger window or passenger side of your vehicle's dashboard. These passes must be displayed every day of the school year, starting the first day of school. 2. Abide by one-way traffic flow. 3. Drivers and adults remain in the vehicle at all times. 4. Allow MWES staff to help your student in/out of the car. 5. Students will exit and enter the vehicle on the passenger side at all times. 6. Be kind and courteous by keeping the flow of traffic moving. Pull up as far as possible before letting your child exit the vehicle. 7. Maintain your vehicle at a slow, safe speed. 8. Yield and stop for pedestrians or buses exiting from the bus loop. 9. Have your child practice buckling their own seat belt so they can be as independent as possible. 10. Follow the directions of staff. 	<ol style="list-style-type: none"> 1. Don't exit your vehicle. Allow MWES staff to help your child(ren) 2. Don't pass cars in the carloop. If you are loaded before those in front of you, you must wait. 3. Don't pick up additional students without written/verbal permission from the front office. 4. Don't block entrance/exit to staff parking lots. 5. Don't park in the staff lot to pick up your child. Car riders must go through the carloop. 6. Don't use the drop off time to express concerns or conference with carloop staff, it's best to call the office or email your child's teacher. 7. Don't leave your car unattended in the carloop. 8. Don't allow your child to exit the car prior to 8:30am, when the bell rings and staff report to duty.

