

# Council Rock School District Richboro Elementary School

125 Upper Holland Road  
Richboro, PA. 18954

Telephone 215-944-1900 ♦ Fax 215-944-1996 ♦ www.crsd.org

## CAR RIDER ARRIVAL

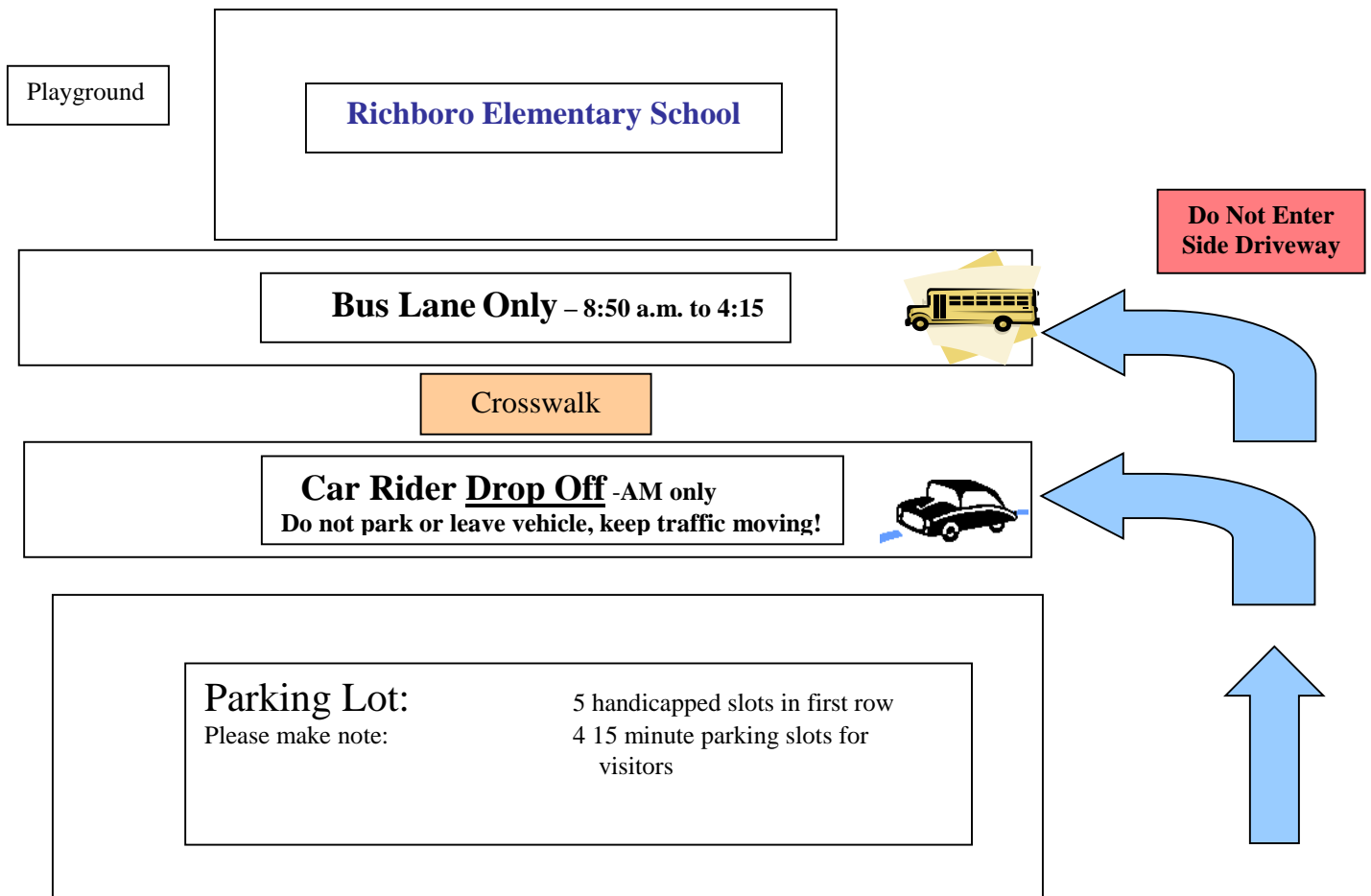
Students may be dropped off in the first driveway of the parking lot beginning at **8:50 a.m.** Upon arrival, students are to report to the lobby. At 9:00 a.m. they will be permitted to go to their classrooms for a start time of 9:10 a.m.

### Please Do:

- + Pull up to the curb, have your child(ren) exit and you drive off
- + Follow directions of the adult supervising the car arrivals
- + Park if you need to step out of your car to assist your child(ren)

### Please Don't:

- Leave the driver's seat
- Park along the drop-off curb
- Pass cars that are dropping off students – this presents a safety hazard for everyone



# Car Rider Dismissal

**Picking-up students directly from classrooms is strictly prohibited.** If you happen to be in the building late in the school day and wish to pick your child up, please report to the lobby for dismissal. For an occasional car rider, you will need to sign your child out of in the office.

## **Please Do:**

- + Park in the parking lot and wait in the school lobby
- + Accompany all students to their vehicles, **crossing only at the blue crosswalk**. Safety is most important!
- + Send an e-mail to the classroom teacher, Mrs. Clopton ([sclopton@crsd.org](mailto:sclopton@crsd.org)) AND Mrs. Gluch ([cgluch@crsd.org](mailto:cgluch@crsd.org)) to ensure your child is placed on the car rider notification list
- + Send notification to the office prior to **3:00 pm**.

## **Please Don't:**

- Park in the bus lane
- Allow children to walk unattended to your car
- Request transportation changes after 3:00 pm

**No car rider requests will be accepted over the phone, as we are unable to verify your identity.**