

Elzie D. Patton Elementary
Transportation Fact Sheet

Car rider drop off *and* pick up will be located at the west end of our building. It is the first Elzie Patton (EPE) parking lot from Mt. Juliet Road.

Car Rider - Mornings

When entering the parking lot, go to the right and form a single line in the lane closest to the sidewalk. Every other awning post will be marked. These marked poles indicate where cars should stop. Please pull forward as far as possible. The front of your vehicle should be aligned with one of the marked post. One of our student leaders will be at each post. They will open the doors on the passenger side to assist the students out safely. They will then close the door so you can depart when it is safe to do so.

Please be sure that all exiting passengers exit from the right hand side of the vehicle.

The only vehicles in this parking lot that should go left at this entrance are Pre-K parents, parents of The Learning Center and employees.

The earliest that your children may be dropped off is 6:45 a.m. The Kindergarten, 1st, 2nd and 3rd graders should go to the gym, if before 7:05. The 4th and 5th graders should go to the cafeteria. School staff will be in these locations to supervise. Teachers from each grade level will pick up students from their designated areas and escort them to their homeroom classes.

Since students must be in their classrooms by 7:15 a.m. in order to not be counted as tardy, we will stop unloading cars a few minutes before 7:15 a.m.

Car Rider - Pick Up

Car rider pick up in the afternoons will be in the same parking lot. When entering, go to your right, but form 2 lanes; one lane next to the sidewalk and the other next to that. There will be teachers in this area with radios. Please give them your children's names and they will be called out. Teachers will load a certain number of cars and then will dismiss one lane at a time once all students have been safely loaded into their cars. Our students will be quietly waiting inside with teachers until they are called out. With everyone cooperating, this will ensure our children are safe and loaded as quickly as possible. The only vehicles that should enter the parking lot in front of the school are buses, staff, and visitors that will park in a designated parking space and enter the building. There can be NO STUDENT DROP OFF in the front of the building. If you are bringing your children late, or checking them out early, you may park in the front parking lot and go to the main office to sign them in.

Elementary students do best and feel the most secure with routine. If you can establish a regular routine for your child's transportation it is best. **If you do need to change your child's transportation plan, please call the school no later than 1:30 p.m. to be sure the change can be communicated on time.**

Visitors who need to enter the building may park in the front parking lot. **ALL VISITORS must enter the building at the main entrance and check in with our office staff. There are no exceptions.

Thank you for your help in this.

Lori Hassell
Principal
Elzie D. Patton Elementary