

A Few Friendly Reminders Regarding Pick-up/Drop-off at Richey

- Anyone can drop a Richey student off in a car. A car number is not needed in the morning.
- Families should pull their vehicle up as far as possible to maximize the number of cars in the carline. If you are the first car in the line, use the last orange cone as your benchmark for how far to pull your car up.
- Parents must remain in their car at all times. Getting out impacts the progression of the carline. If your child needs help, motion for an adult on duty. We will gladly support you.
- Children should be prepared to exit the car once they enter the Richey carline circle. Please do your goodbyes, hugs, instructions for the day, and kisses prior to entering the circle. (unbuckled from the car seat or seat belt).
- Children should exit on the side closest to the sidewalk for safety purposes. If this is not possible, please encourage your child(ren) to walk in front of the car for visibility purposes.
- There is only one drop offline. The line is to the right. The other side should not be used unless directed by a staff member.

PM Car Pick-up:

- Every walker/car rider family was given 2 car placards for their car on your child's first in-person day at Richey.
- In order for a child to be released to a car, the family must present a school-issued car number.
- If the pick-up person does not have a car number, the adult must come into the school office with a picture id. The child will be released through the office after verification.
- The pick-up line will move through the front circle just as it does in the morning.
- The car number should be placed in the window to be seen by staff members on duty.
- Your car number will be called and your child will report to your car.
- If your family has a sibling group and the entire group isn't present, you may be asked to pull your car to the side to allow the carline to continue to move.
- Every family has their own car number. If one car is a carpool pick up, both (all car numbers should be presented in the window for the staff person to view).

Walker Pick Up:

- All walkers received a car number (2 placards) on their first in-person day at Richey.
- Those numbers should be used for walkers as well.

- The car number allows the staff to identify the student by number & name.
- The car number must be presented when picking up a walking child. This allows the school to know the individual is an authorized pick up person.
- Pick up will occur on the side of the Richey building. Pick up parents, should wait on the sidewalk and students will be sent to their adult from the side cafeteria door.
- The car number also gives the family the option to be a car rider without confusion to the child.