

**Bridgeport Elementary**  
**Morning Drop-Off Expectations**

**All doors will remain locked until 7:15 AM.**

**Morning Drop-Off Goal:** Our car rider loop at Bridgeport Elementary is a safe environment where everyone shows courtesy and respect.

**Procedures**

- There will be 3 drop-off positions designated by a sign. At least two of these positions will have a staff member monitoring from 7:15—7:30.
- Cars will need to pull up and fill the three positions with the cars behind waiting to unload. There will be a sign that states that no students are to be dropped off after that point.
- When the first three cars have moved the next three cars will move up and fill the positions.
- Please have your child ready to exit the vehicle before you pull up to the drop-off position.
- If a parent or person dropping off needs to go in the building with their child they are to park in a space in the parking lot and not the drop-off lane.
- Cars are to never go around another car that is in a drop-off position. Students are getting out of vehicles on both sides of that vehicle and we also have students and staff walking across to the sidewalk from the parking lot area.
- Please make sure your child has stepped onto the sidewalk before you start away in your car.
- Please watch the staff on duty and follow their directions.
- Please call the office and leave a message if you have seen a problem during drop-off. It will be addressed, if needed.

## **Supervision**

- Staff monitoring the car rider loop will station themselves at each drop-off position.
- They are available to help the child out of the car, if needed.