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## STUDENT TRANSPORTATION BY CAR

Parents should SEND A LETTER WITH EXPLICIT DETAILS to the classroom teacher if the student is not to go home the usual established manner. (Examples: If someone is picking the student up instead of the student riding the bus; if the student is to walk home instead of riding the bus or in a car that day). A copy of these notes will be sent to the office for filing. IF NO NOTE IS RECEIVED FROM HOME, THE STUDENT WILL GO HOME THE REGULAR WAY. The school encourages the parents to NOT CALL unless absolutely necessary. The surest way to relay the message is by a note in the BEARBOOK. In the case of an emergency change of transportation, please call before 1:45 pm so the office will have ample time to deliver the message. School cannot be responsible for delivering messages after 1:45 pm.

**Morning Car Riders** – All students will be dropped off on the sidewalk at the side entrance after 7:15. Drivers should follow the single file line of traffic and only drive through the enter gate. DO NOT enter through the exit gate. Parents walking students in must park in a designated parking place in the parking lot or near the recreation department. No traffic is allowed in the circle front drive in the morning.

**Afternoon Car Riders** –

\* Prekindergarten (with no older siblings) –

These students will be picked up from the back gate at 2:25.

\* PreK (with siblings) and Kindergarten – 2:40

These students will be picked up from the side entrance door near the cafeteria.

\* 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade – 2:40

These students will be picked up in the front circle lot after buses have dismissed. Please stay in the single file line of traffic.

(Staff members will escort students to all cars.)

\*Fence Riders – (Grades K-3) - 2:38

These students will be escorted out by the principal or her designee. All parents choosing to have their child be a fence rider must follow the following procedures as safety is the top priority.

- Ø Adult must stand next to the fence in the designated area.
- Ø As parents arrive please move down the fence in order to make room for parents who arrive later. This will help make sure all students can be seen as they depart from school.
- Ø Your child will be allowed to walk to the adult standing next to the fence so that school personnel ensures the child is picked up by an authorized person and is safely with an adult.
- Ø Adults are asked to please not stand in a group once students are being dismissed.

These procedures help us ensure your child does not get hurt and is safely with a responsible adult.

Parents choosing not to follow these procedures may be asked to pick up their child in the traffic line.