

Antietam Elementary School



Car Rider Lane Arrival and Dismissal

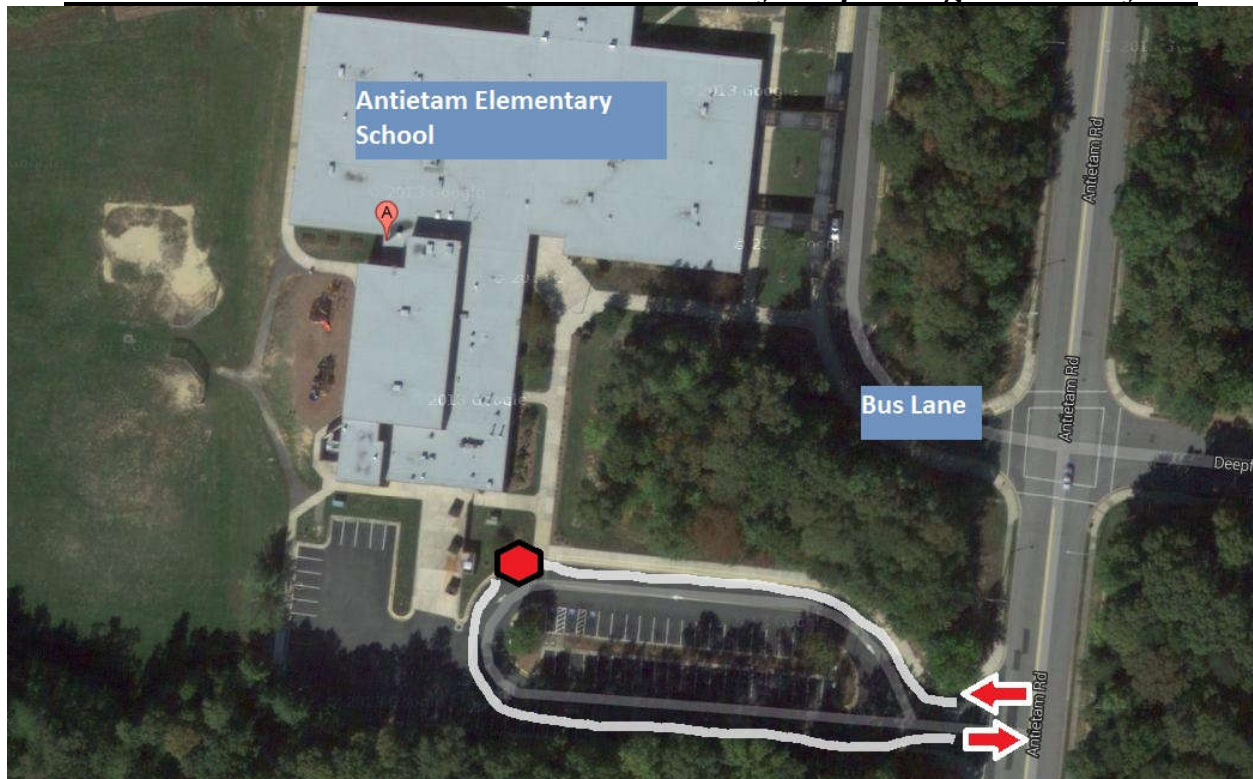
Parent/ Student Directions and Registration Form

Return no later than- Friday, September 2nd

Due to the large number of students that are afternoon car riders, the following procedures will be strictly enforced:

- Complete the car registration form and return the form to the main office as soon as possible. You may give the form to your child's teacher or an adult in the car pool line. A permanent car rider sign will be issued as forms are returned.
 - Note: A temporary car rider sign will be issued until the registration form has been returned.
- The school will furnish two official car rider signs. If you would like more copies, please request extra copies on the registration form.
- Students will **ONLY BE RELEASED TO CARS DISPLAYING A CAR RIDER TAG.**
- Please clearly display the car rider sign when you come through the car rider lane.

******Students must exit and enter the vehicle by the passenger side only******



Car Rider Procedure

Student safety is a high priority at Antietam Elementary. In order to insure every student is dismissed safely and in a timely manner, the following car rider procedures will be used for the 2016-2017 school year.

Car Rider Application Form

- Parents who choose to pick up their child(ren) from school must register their family as car riders.

Identification of Student(s)

- When picking up your child(ren), please place the car rider tag on your window. Make sure the tag number is visible for the teacher on duty to see the assigned number.
- Please help your child learn their car number. This will help expedite the afternoon dismissal process.
- Students will ONLY BE RELEASED TO CARS DISPLAYING A CAR RIDER TAG.

Drop-off/Arrival (8:05am-8:15am)

- Parent/Guardian pulls up into the designated carpool lane, pulling forward as much as possible alongside the curb.
- When the Parent/Guardian reaches the designated drop-off area, students can exit the vehicle.
- Child(ren) should be accessible from the curb side of the car. For safety reasons, we encourage that your child(ren) do(es) not exit from the street side.
- Once the child(ren) has(have) exited, the Parent/Guardian should safely pull forward and exit the carpool lane.
- PLEASE DO NOT BLOCK THE ENTRANCE / EXIT (Impeding traffic is a traffic violation)

Pick-Up/Dismissal (3 pm)

- Parent/Guardian will pull up into the designated carpool lane, pulling forward as much as possible alongside the curb.
- Before entering the carpool lane, Parent/Guardian is asked to please place the car rider tag on your window. Make sure the tag number is visible for the teacher on duty to see the assigned number.
- When the Parent/Guardian reaches the designated pick-up area, students can enter the vehicle.
- Child(ren) should be enter from the curb side of the car. For safety reasons, we encourage that your child(ren) do(es) not exit from the street side.
- Please remain the carpool line. For safety reasons, please do not attempt to walkup to pick your child(ren).
- If you send someone to pick up your child who doesn't have your number displayed but is authorized to pick-up your child(ren), that individual will need to check with a staff member for verification. If you send someone who does not have the assigned number and is not on the list, they will have to go to the office and the school will have to call you to verify the identity of the person. The call can be avoided by sending a note to alert the school of this change or calling the school by 2:30 pm
- Once the child(ren) has (have) been secured, the Parent/Guardian should safely pull forward and exit the carpool lane.
- PLEASE DO NOT BLOCK THE ENTRANCE / EXIT (Impeding traffic is a traffic violation)

Car Rider Application Form

(Please complete one per family)

Please complete this form and return to your child's teacher as soon as possible to receive a car rider number. Fill out this form if your child will be a car rider on a regular basis (at least one day per week). Please call the office by 2:30 pm or send a note to make any daily changes to your regular transportation arrangements.

List the students who will be picked up along with the teacher's name:

Student Name	Teacher Name
1.	
2.	
3.	
4.	
5.	
6.	

Please list the adults who are authorized to pick up the students who are listed above (PLEASE NOTE THAT THESE INDIVIDUALS MUST ALSO APPEAR ON THE EMERGENCY CARD OF THE STUDENT):

Authorized Adult	Relationship to child	Telephone Number
1.		
2.		
3.		
4.		

Please indicate the number of vehicles that will need identification numbers. This is helpful if you have more than one person regularly picking up a child(ren) _____

Parent/Guardian Signature: _____ Date _____