

Occoquan Elementary School



Car Rider Lane

Arrival and Dismissal

(**Car riders will be dismissed last, after buses have started to dismiss**)

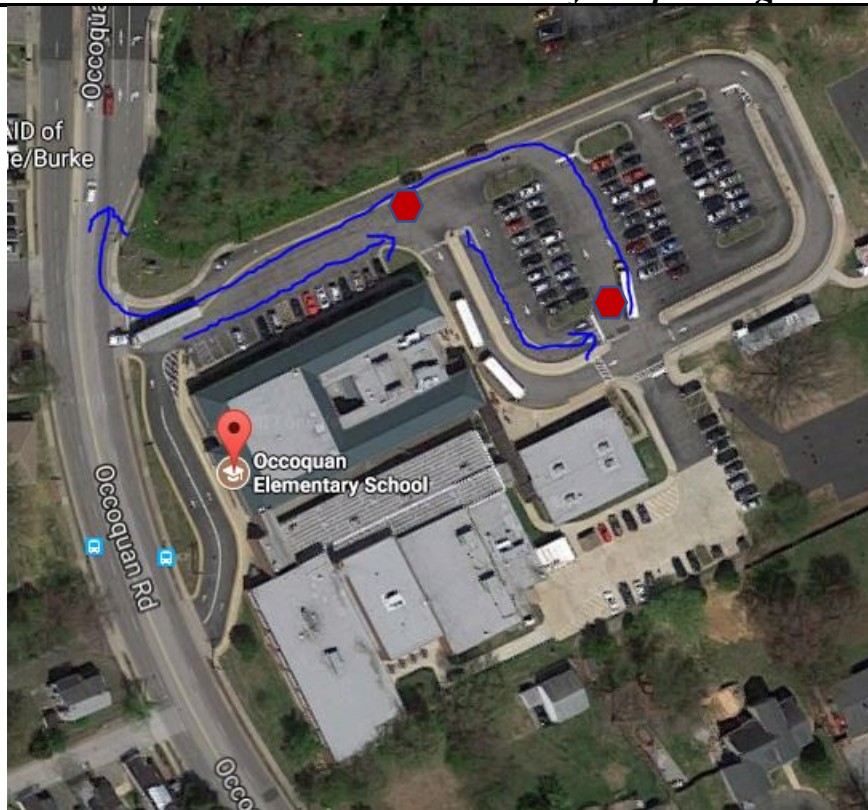
Parent/ Student Directions and Registration Form

Return no later than Friday, August 23, 2019

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. A permanent car rider sign will be issued as forms are returned.
 - Note: Until the registration form has been returned, your child will not be allowed to be picked up as a car rider.
- 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 Occoquan 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 2019-2020 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 (8:40am-8:50am)

- 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 as long as there is a staff member present.
- 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).
- PLEASE DO NOT BLOCK THE BUS LANES.

Pick-Up/Dismissal (3:40pm-3:55pm)

- 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 enter from the curb side of the car. For safety reasons, we encourage that your child(ren) do(es) not enter from the street side.
- Please remain in the carpool line. For safety reasons, please do not attempt to get out of the vehicle to pick your child(ren) up from school.
- 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 park their car and go directly to the office. If you send someone who does not have the assigned number and is NOT listed on the Emergency Card, they will NOT be allowed to take your child home until the information is updated by the parent in person with the office staff. This can be avoided by the parent updating the information ahead of time.
- 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).
- PLEASE DO NOT BLOCK THE BUS LANES
- Any changes in the child's normal dismissal procedure must be made know to the office staff no later than 2:30 to ensure the message is received by the teacher.

Car Rider Application Form

(Please complete one per family)

ASSIGNED # _____

(To be completed by Office Staff Only)

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	Grade	Teacher Name
1.		
2.		
3.		
4.		
5.		

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) _____

***By signing below, you understand the following:

I am electing to drop off and pick my child up from school every day, and not ride the bus, even though transportation has been established for all students. Due to staff duty scheduling, I understand that I need to not drop my child off any earlier than 8:40 or any later than 8:50 in the morning at Occoquan ES. I should not pick them up any later than 3:55 in the afternoon. If my child is consistently dropped off too early/late, or picked up too late on a consistent basis, I understand that my child will need to begin to ride the bus to and from school.

I understand and agree that if I do not have the car rider tag displayed in my car, my child will not be allowed to get in the car. If I forgot or lost the car tag, I will have to go to the office to pick my child up. I will have to wait for the office staff to finish dismissal before they will be able to dismiss my child to me with proper identification at 3:55 pm or later.

Car Rider Application Form

(Please complete one per family)

Student's Name: _____ ID #: _____ Birthday: _____

Teacher's Name: _____ Grade: _____ Car #: _____

Parent(s) or Guardian(s) who will be picking the child up: _____

CAR #1:

Make: _____ Model: _____ Color: _____

Year: _____ License Plate #: _____

CAR #2:

Make: _____ Model: _____ Color: _____

Year: _____ License Plate #: _____

***By signing below you understand the following:

I am electing to drop off and pick my child up from school everyday, and not ride the bus, even though transportation has been established for all students. Due to staff duty scheduling, I understand that I need to not drop my child off any earlier than 8:40 in the morning at Occoquan ES, and I should not pick them up any later than 3:50 in the afternoon. If my child is consistently dropped off too early, or picked up too late on a consistent basis, I understand that my child will need to begin to ride the bus to school.

I understand and agree that if I do not have the car rider tag displayed in my car, my child will not be allowed to get the car. If I forgot or lost the car tag, I will have to go to the office to pick my child up. I will have to wait for the office staff to finish dismissal before they will be able to dismiss my child to me with proper identification at 3:55.

Print Name

Signature

Date

