

Jasper Elementary Car Rider Dismissal Process

Parent/Student Registration Form

Return form by September 8, 2020.

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 your child's teacher by September 8, 2020. Permanent car rider tags will be issued as forms are returned.**
- ❖ **The school will furnish only two official car rider tags. You may buy an additional tag for \$1.00**
- ❖ **Students will ONLY be released to the car displaying his or her tag. Others will be asked to pull forward while we check for clearance.**
- ❖ **Please clearly display the car rider tag on your rearview mirror when you come through the car rider lane. If you arrive before your scheduled time you may be asked to come back through the line at the correct time.**
- ❖ **See back of this sheet and student handbook for complete car rider procedures.**
- ❖ **All students who are checked out before 2:45 are considered an early dismissal.**
- ❖ **From 2:45 on, all students who are car riders should be picked up through the pickup line, not in the office.**

Car Rider Procedure

Student safety is a high priority at Jasper Elementary School. In order to ensure every student is dismissed safely and in a timely manner, the following procedures will be used for the 2020-2021 school year.

Car Rider Application Form

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

Identification of Students

- ❖ When picking up your child(ren), please place the car rider tag on your rearview mirror. Make sure the name is visible for the staff member on duty to see the assigned number.
- ❖ Students will **ONLY BE RELEASED TO CARS DISPLAYING A JES ISSUED CAR RIDER TAG. You may not create your own.**

Drop-off/Arrival 7:00am-7:45am (time is subject to change)

- ❖ 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) had (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

- ❖ At the designated time, 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 (issued by JES; cannot create your own) on your rearview window. Make sure the name is visible for the teacher staff member on duty to see.
- ❖ Please remain in the carpool line. For safety reasons, please do not attempt to walk up to pick your child(ren).
- ❖ If you send someone to pick up your child who is missing/forgot the tag 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 tag 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 the school of this change or emailing the jesoffice@mctns.net before 1:30 pm.

Car Rider Application Form

(Please complete one form per family.)

Please complete this form and return to JES by September 8, 2020. Please fill out this form if your child will be a car rider on a regular basis (at least one day per week). Please email the office by 1:30 pm at jesoffice@mctns.net or send a written note to make any changes to your child(ren)'s regular transportation arrangements. Do not contact the child's teacher to make changes unless it is with a written note sent in the child's folder that morning.

List all children who will ride home together from JES. List child's grade next to child's name.

Child(ren)'s Name	Grade
1.	
2.	
3.	
4.	
5.	
6.	

Please list the adults who are authorized to pick up your children above. **(PLEASE NOTE THAT THESE INDIVIDUALS MUST ALSO APPEAR ON THE REGISTRATION FORM OF THE STUDENT).**

Authorized Adult	Relationship to Child	Telephone Number

Legal Alert: The following persons are not legally allowed to sign out my child at any time. Up to date certified court documents must be on file in the office.

Unauthorized Adult	Relationship to Child

