

Cypress Cove Elementary Car Rider Information 2016-17

FOR EVERYONE'S SAFETY PLEASE FOLLOW THE CAR RAMP PROCEDURES STATED BELOW:

All car riders will be dismissed from the gym. Be aware, no walk ups are allowed. Only parents with school issued green car rider cards will have their children released to them, one at a time, to the car line. It may be a good idea to place the sign under the seat when not in use.

If you need more than one sign, let us know. (For example, if Dad picks up on Mondays and Fridays and Mom picks up on Tuesday through Thursday, you may need two signs.) Also please have an appropriate child safety seat (if applicable) in the back seat of the car. Remember, the children will be entering your vehicle on the **passenger side** of the car. This is to ensure the safety of your children and our staff.

Parents who do not have the green car rider signs will be instructed to park and come into the office to sign out their child. You will then return to the car line to pick up your child. REMEMBER, you must have photo I.D. and be listed on the emergency card to pick up your child.

If you need to send someone else to pick up your child, you must notify the office in writing that morning. This person must come to the office, prior to 3:15 pm, present identification, and receive written authorization for your child to be released. They will then return to the car line to pick up your child. The duty teacher will ask for the written authorization prior to releasing your child for dismissal. (Remember, the child will not be released before dismissal at 3:31).

Parents, thank you for remaining in the car line after you get your child. *Please, do not pass cars ahead of you as they may still be waiting for children.* We strive to bring the children out as safely and quickly as possible. Remember that the bus service is available and usually much faster.

Car duty is usually finished by 3:50. After this time the students will be in the school office. You will need to get your child from the office by 4:00. Remember you must have a photo I.D. After 4:00 the students will be in Kitty Cats, located in the cafeteria. You will be charged a \$15 drop in fee by the Kitty Cats staff. Thank you for your patience. We look forward to another safe and successful year at Cypress Cove Elementary.

Thanks again,
Cypress Cove Administration