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**Delmar Elementary School**  
***"The School Too Great for Just One State"***

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Parents:

Due to renovations and to maintain the safety of students during dismissal, students will have only 1 of 3 possible ways to be dismissed this year. Students must either be designated as a **WALKER, BUS RIDER or DAILY CAR RIDER**. We will no longer have student sign-outs in our cafeteria.

The following procedures will be followed for each designation:

**Walker**: This includes family or daycare residences within the designated BOE walking limits. Students will first meet in the cafeteria and will be escorted out of the building by a staff member.

**Bus Rider**: This includes all students assigned to a school bus per home/daycare residence. Students will be escorted by their teacher to their bus.

**Car Rider**: This will include students who...

- A. Are transported by car by an approved parent/designee as outlined on the Daily Car Rider Information Form. Parents/students will be assigned a car/backpack tag and must pick up their child in the car rider circle on Foskey Lane between 2:40-3:15 PM.

or...

- B. Parents who send in a note for a particular day that an approved adult (as stated in a note to school) has permission to pick them up. Parents/designee must pick up their child in the car rider circle off on Foskey Lane between 2:45-3:15 PM. Parents/designee must show a picture ID to school personnel to verify identity on written note from parent.

During dismissal, all car riders will be escorted by their teacher to their fenced-in area near the car rider loop. Students will not be dismissed until a parent/designee displays their car tag or provides ID that matches a parent note.

**\*\*If your child's designation changes in anyway, please send in a note to the office so that we can update our records.**

### How to obtain a Daily Car Rider Tag:

- Parents must complete a CAR RIDER INFORMATION FORM and return it to the school by September 3<sup>rd</sup> so that your child will be able to be picked up in the car rider circle on the first day of school. The office is open between 7:45 AM-3:15 PM daily for your convenience. **The form may also be brought to the office during open house on Aug. 29<sup>th</sup>.**
- All car riders in your family must be included on the same form so they are assigned the same ID number.
- Each parent/guardian may receive up to 2 color-coded rearview mirror car tags at no cost for their family and each student will be given one backpack tag. Each tag will have a matching ID number to identify your child/family. **TAGS ARE PURPLE THIS YEAR—PLEASE DISCARD ALL RED TAGS USED LAST YEAR.**
- Parents/guardians wishing to purchase additional tags for other family/friends may do so at a cost of \$3.00 per tag. Parents must also list these individuals on the Car Rider Information Form.

### Daily Procedures:

- Upon entering the car rider area each day, the car tag must be placed on the rearview mirror of the vehicle. Students must keep their backpack tag attached in a visible location.
- As cars approach the student pick-up area, a staff member will alert the student(s) by calling his/her tag number and children will be monitored by an adult as they walk to your car. **Parents are asked to remain in their cars and not signal for their child to come to them so that the flow of traffic can continue.**
- Students should exit and enter on the passenger side of the vehicle to avoid walking into traffic.
- As in the past, we ask that all cars turn right out of the parking lot, so a back-up does not occur.

### Additional Information:

- Please keep car tags in a safe place for daily use. **Cars without rearview mirror tags will be delayed until pick-up information can be verified.**
- Daycare providers who pick up children from multiple families each day will be provided with a car tag that lists all ID numbers of children they have permission to pick up. This is only done after documentation is provided by the parent.
- If you lose your car tag or your child loses their backpack tag, it must be replaced at a cost of \$3.00 each. Failure to replace lost tags will result in you having to sign out your child each day from the office.
- Parents/Individuals will only be permitted to pick up children with matching car/backpack tags. If a parent wants another car rider parent to pick up their child, a note must be sent to school. We ask that this not occur often.

**Reminder: No student drop-offs or pick-ups permitted on 2<sup>nd</sup> Street this year. All car rider students must be dropped off and picked up in our car rider circle. Signs will be posted on 2<sup>nd</sup> Street as reminders. *Violators will be subject to fines being imposed by WCSO and DPD.***

