**Car Rider Number Request**

In order to increase safety during car rider dismissal and to formally register our car riders, **Central Elementary** will be implementing a car rider number system effective August 7, 2017. **The number system is a part of the name card on the dashboard of your car** and is the only thing which will be new to our process. The number will be sent home and added to the name card.

Once the number is assigned the following steps will take place.

**Every family that picks their child(ren) up from school will be assigned a CAR RIDER NUMBER. Please have your number on the card placed on your dashboard.**

1. As you enter our half-circle lane, **please have your CAR RIDER NUMBER VISIBLE on your dash board**
2. **Reminder to please DO NOT** get out of your car. There are staff members available to help children.
3. Dismissal students will be seated in the gym and will wait to be called by name to come outside to go home. This is the same process.

Please complete the following to receive a Car Rider Number for your family ☺

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Name of student(s) being picked up by a car:

|  |  |  |
| --- | --- | --- |
| Student Name | Teacher Name | Grade |
|  |  |  |
|  |  |  |
|  |  |  |

Name of authorized people to pick your child up:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Car Rider Pick Up Procedures**

Option One: Picking your Child up by Parking and Walking into the Gym

1. Please park in the grassy area across from the gym (not the parking lot b/c it is owned by the funeral home).
2. Please make sure you wait to cross until the cars have stopped! We will have teachers outside to help with this.
3. You will need to know your child’s assigned number for added security.

Option Two: Staying in Your Car and Driving Through the Horseshoe

1. Please have your card with your child’s name and number in the dashboard.
2. Pull forward as soon as you can and go all the way around as far as you can as close to Wabash Street.
3. Stay in your car. We will walk your children to you.
4. Please do not stop on US 40. Drivers can receive a ticket for waiting in the pick-up line. If there is a line, we encourage you to drive around the block or park and come in the building.