

August 20, 2014

Dear Parents,

If your child is to be a permanent car rider, there are a few procedural steps that **must** be followed in order to keep everyone safe.

1. Drivers must have a name sign posted clearly for us to see. Please place it on your visor, front window, or side window. (sitting on the dash board does not make it visible.)  
We will provide as many signs as needed for the drivers.  
(example: grandparents, mom and dad, babysitter, etc.)
2. Drivers must stay in a single line coming into the parking area.
3. Students are not allowed in the parking area. They must enter the car from the sidewalk area. Students are expected to remain quietly inside the building so they can hear their name being called.
4. Aides will open the passenger side door, but are not responsible for buckling in the child.
5. Three cars at a time will be loaded. Please pull up 3 cars at a time to the marked sections of the sidewalk.
6. Morning car riders are NOT to be dropped off at the Main entrance of the building. This is for our busses only. Morning car riders are to be dropped off at the West entrance no earlier than 8:30 am. There is no supervision before then.

Our primary concern is the **SAFETY** of all of our CHILDREN!

These steps will become increasingly necessary with winter months and ice. The back driveway can become quite difficult to maneuver during these times. Please remain patient through the dismissal process. \*Please complete below.

.....  
I am in need of \_\_\_\_\_ additional signs with the name\_\_\_\_\_

Parent  
Signature\_\_\_\_\_

If you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,

Christine Fields, Home/School Advisor  
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