

Thompson Crossing Elementary Car Rider Information

*updated 7/2017

We have new procedures for our Car Rider(s). Please read over the following information in order to ensure the safety and efficiency of our car rider process.

ARRIVAL TIME (8:40am -8:50am)

- Parents of car riders should enter the TC parking lot in a slow and alert manner while following the pattern of traffic. All parents pull around the front of the school and loop around the “HORSESHOE” at the front of the building.
- After all cars are stopped on the loop, parents will be given the signal to release students.
- All students will exit their cars on the side walk side of their cars. Parents will not get out of their cars. Students will enter through door #7.
- Parents must stay in a single file line and may not pass another car at any time. Cars may not park in this line and must park in the parking lot.
- If you arrive after 8:50am and all school staff are inside you, **MUST walk your student into the office and sign them in. This is FTCSC policy.**

DISMISSAL TIME

- Parents will enter the loop and pull up using the entire “HORSESHOE”.
- All students will be dismissed by their designated number being displayed via the rear view mirror, or non-everyday car rider log.
- Students will exit out of door 7 after all cars are stopped and via radio they have been called for.
- Cars must always wait until all are loaded and a staff member has signaled it is safe to depart before leaving the car loop.
- ONLY DA CARE VANS, CARS will be picking UP in the small loop of door #12.

“Regular” or “Everyday” Car Rider(s)

These are students who will be picked up/dropped off to and from school via the “car rider pick up line” on a regular basis, i.e., at least 1 day per week on a consistent basis.

(IF YOUR CHILD WILL BE PICKED UP SPORADICALLY, PLEASE READ PROCEDURES FOR “NON-EVERYDAY” CAR RIDERS.)

“Regular” or Everyday Car Riders” will be assigned a single number per family, a family with multiple children. You will be given two tags at the time of receiving your number. This number will be used to page student(s) from within the building via walkie talkie by a staff member outside of the building. *Please help your student get familiar with this number.

“Non-Everyday” Car Rider(s)

These are students who will be picked up from school via the “Car Rider Pick-Up Line” occasionally or perhaps only on a single day during the course of the school year.

Parents of these students are asked to send a written note to school with their child containing the following information: (if multiple children in the family, send with one)

- Date
- Student(s) Name(s)
- First and Last name of Individual Picking up child if not parent who is writing the note
- Parent Name and Signature
- If you have multiple children and NOT ALL CHILDREN WILL BE CAR RIDERS, please indicate that on the note as well.
- The person picking the student up will need to show their ID.

The information on this note will be used by a staff member during dismissal to ensure each student is released to the appropriate individual. Please, be sure the individual picking up brings their ID to show staff to avoid any delays.

Notes will be received by the classroom teacher and then sent on to the front office. A **written note** is preferred to an email, as staff members are occasionally absent or may simply pass over an unexpected email. **PLEASE SEND THIS COMMUNICATION IN WRITTEN FORM TO AVOID CONFUSION!**

**TC reserves the right to deny any adult without proper identification access to a student. Please, have proper ID ready when picking up students without a designated Car rider tag.*

Sincerely,

Jeff Murphy
Principal, Thompson Crossing