



# Reedy Creek Elementary

*Our mission is to develop positive, accountable, willing scholars by providing them with a high quality learning experience focused on strong academic and social foundations.*

## **2022-2023 Car Rider Policy and Procedures for Student Pick Up**

Dear Parents/Guardians,

We are excited to start the 2022-2023 school year, we cannot wait to see your child/children on the first day of school. To ensure a smooth end of the day transition, we have listed some important information regarding our car rider policy.

Our school day ends at 3:00 pm. For early dismissal, report to the main office to sign your child/children out **no later than 2:00 pm**. We begin car rider dismissal at 3:00 pm. **All car riders must be picked up between 3:00 pm - 3:25 pm.**

After 3:30 pm the remaining scholars will be placed in the front office. Parents are required to come inside the front office to pick up their child/children and complete a late violation form. Should a scholar receive his/her 3rd late violation during the school year, then the parent is required to meet with the principal.

If late violations continue, or the parent/guardian does not meet with the principal, the school social worker will conduct a home visit. This is to partner with the families to figure out the reason behind continued car rider violations. If a child is ever left on school premises after 4:00, the social worker will automatically be conducting a home visit.

If the school and families are unable to remedy the issue, the scholar will be assigned a school bus. Parents/Guardians have the option to be enrolled into the After School Enrichment Program (at a cost to the parent). It is required to complete an application including an enrollment fee for the After School Enrichment Program at a cost to the parent. For more about the After School Enrichment Program, please visit the following site <http://www.cms.k12.nc.us/cmsdepartments/asep/Pages/default.aspx>.

Since we value our partnership with you, we wanted to clearly communicate our car rider policy. Please make arrangements for your child/children to be picked no later than 3:25 pm. As a reminder, our instructional staff leaves at 3:30 pm. Many of our Reedy Creek staff have personal obligations after school; we do not want to interfere with their personal time. We appreciate you following the car rider policy and picking up your child/children on time, every day.

## Important Information

**All changes in transportation must be communicated in writing to the scholar's teacher or the front office no later than 12:00 pm.**

- Students being picked up for **early dismissal must be picked up from the front office no later than 2:00 pm.**
- Car riders will be assigned a number and given a paper number sign, for car display. If the parent or person picking up the child does not have the paper number sign in the car, the individual picking up the child/children will be required to go into the main office and to show proof of identity (government/state issued identification).
- Only parents, guardians or an indicated individual on the student information form, can pick up scholars.
- In the event that you need someone other than the individuals indicated on the student information form to pick up your child/children, you must send a written notification with your signature and a phone number.
- Picture identification will be required for anyone not listed on the student information form.
- All car rider numbers should be clearly displayed on the windshield during the pick-up process. Please remain in your vehicle and follow staff directions to ensure the safety of our scholars and to facilitate traffic flow.

Student 1: _____	Grade: _____	Teacher: _____
Student 2: _____	Grade: _____	Teacher: _____
Student 3: _____	Grade: _____	Teacher: _____
Student 4: _____	Grade: _____	Teacher: _____
Student 5: _____	Grade: _____	Teacher: _____

**I have read the 2022-2023 Car Rider Policy and Procedures for Student Pick Up.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_