

BURCHETT PM CAR RIDER PROCEDURES

The car rider line forms at the front of our building - use entrance/gate A.
Please form a line on the right side, near the curb and stay in your car.

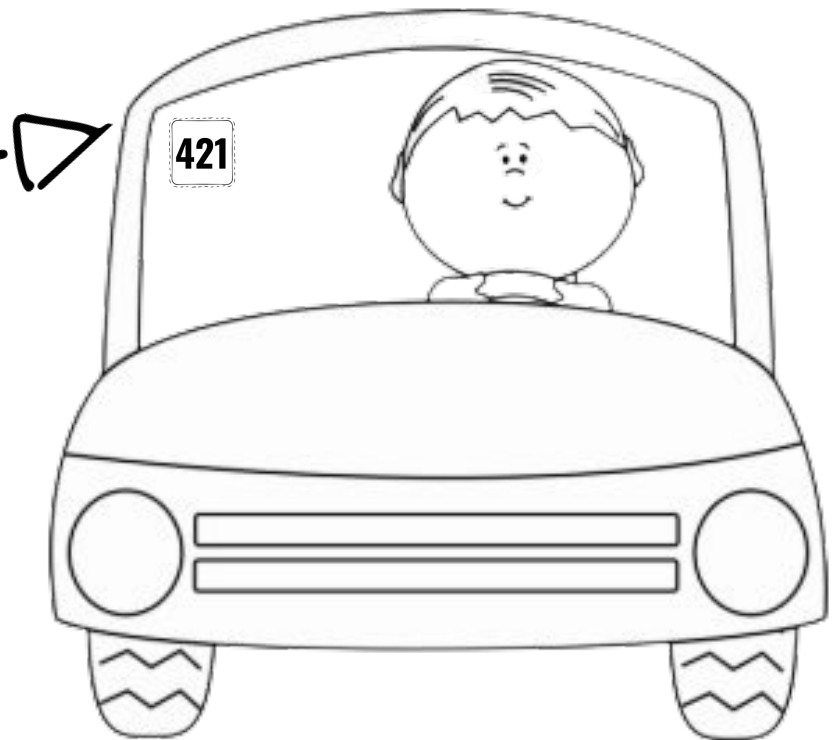
Dismissal begins at 3:25 PM

- A staff member will walk the car line and enter this number in our system and your child will meet you at the cones at the front of the school!
- **Anyone who has this tag (or a photograph of this tag) may pick up your child.** Anyone who does not have this assigned tag will be asked to park and come in to sign your child out with ID - *handwritten tags or verbal numbers will not be permitted.*

Please note:

All students should be picked up by 3:45 PM. If you are running late, you will be required to park and come in the building to sign your child out with ID.

Attach the tag to your car on the interior upper passenger windshield or visor or hold it up when you see our car rider staff member (usually Mrs. Carlisle).



If you need to change your child's transportation method for the day, it must be done
in writing or in person before 2:30 PM.
Transportation changes may not be made over the phone.

PM CAR RIDER PROCEDURES

FOR STAFF - INTERIOR (CLASSROOMS)

Each grade level will designate one or two car rider rooms in their level. Exceptions - 2nd grade will use the music room. Kinder will use the library kiva. 1st grade must use either Mr. Boodram or Mrs. Congram's room and use their secondary doors during dismissal. (quicker access to foyer).

Teachers in these rooms must project the Car Rider Dismissal google doc on the screen for the students to see - teachers must monitor as well.

Mrs. Carlisle will be walking the car line outside and typing in numbers at approximately 3:20 PM.

All car number assignments can be found on the Car Rider Number Assignments google document. It is recommended that you check your grade level tab daily the first week of school, and then print a copy for your grade level car room.

As the *** appears to the left of the row, send those students immediately to the foyer. Primary grades, please send them with a little piece of paper that notates their color (and number in the beginning) to help us move more quickly in the foyer.

Do NOT send students unless the *** appears to the left of the row with their number.

Once the car line has diminished, "ALL" will appear in a cell on the document. At that time, please escort any remaining car riders from your grade level room to the foyer. Wait with them in a silent line on the appropriate wing of the foyer until their number is called, or all remaining car riders are called to sit in the front lobby.

STUDENTS NEED TO LEARN THEIR OWN CAR NUMBER -. PLEASE HELP THEM!

PM CAR RIDER PROCEDURES

FOR STAFF - EXTERIOR

Staff members assigned to outside car rider duty must be ready and at their duty by 3:25 PM. The car line will run late if staff are not at duty on time.

Students will come out from the foyer in cone order (red, orange, yellow, green, blue, purple). They will stop with the staff member at the main door, then with the staff member in the alley, who will direct them towards their cone for the afternoon.

The staff from the interior foyer (Mrs. Harkins or Mrs. Meinecke) will let outside staff know if we are still waiting on any students (i.e. still waiting on #131, green cone).

As the cars pull forward, open the door for the students and help them get into the car. If we have let you know that we are still waiting for the student for your cone, please ask that car to pull forward to the book box past the red cone to wait.

IF a car pulls up and their child is not at your cone (and you have not been told we are waiting on them) please ask them to park and come in with ID. Do NOT simply radio or call over the intercom for the student.

Reasoning - if a child did not come out for the car and the foyer did not mention they were still waiting for that student, then that car cut our car line and did not follow the correct procedures. If you simply ask them what their student's name is, you could potentially send one of our students home with someone they are not allowed to go home with.

At approximately 3:45 PM (not on the first week), once the line has diminished, all outside staff will come in and parents will be required to park and sign then child out with ID from the front office.