

Afternoon Car Ramp Procedures 2016-2017

Your child has been given two windshield name cards. The driver picking up your child should display the name card on the dash in the front passenger's side of their windshield. The duty teacher at space #3 will call out the student names and direct students to the correct area to load. (i.e. Susie Jones go to #1, Bob Smith go to #2, Debbie Wilson go to #3, etc.) Please talk to your child about waiting for their name to be called before getting up. We want to ensure all children remain safe.

We will wait until all students are seated and duty teachers are ready to monitor before loading any car. **For the safety of the children, no car should move until all students are seated and the duty teachers are prepared to monitor the movement.**

Please remember parents are not permitted to park in the school's parking lot and walk over to pick up a student. If this happens, the parent will be asked to go to the office to check the student out. The office staff will notify the duty teacher when to dismiss the student.

If for any reason your child is not at the car ramp, a duty teacher will page the office for assistance. While you are waiting for your child, please park parallel in the bend of the drive leaving room for others to pass while you wait. Your child will be escorted to the car when she/he arrives at the car ramp.

In Louisiana, it is best practice for all children under the age of 12 to ride in the back seat of a vehicle. Therefore, students must enter the car through the back door nearest the curb unless this is not possible. In case of necessity and for safety reasons, the child must be escorted by the parent or a duty teacher if the child must enter on the driver's side.

At 4:05 the duty teacher will escort any remaining students to the office. Children not picked up by 4:10 may be taken to Gator Club (after school care) at a charge of \$7.00.

Please remind your child:

- ↪ Students remain seated until their name is called.
- ↪ Students should keep book bags closed and on their backs.
- ↪ Students should use the restroom and get water before lining up for dismissal.
- ↪ Students will not be allowed not to leave the car ramp for any reason once they have arrived unless a duty teacher is notified by the office. If they forgot something, the parent will have to go through the office to get permission before the student may return to the building.
- ↪ Students should listen closely for their names to be called and move quickly and safely to the correct loading spots.

Student Handbook Arrival/Dismissal Procedures:

*The front driveway of the school is reserved for bus/handicapped car riders (with permit) drop off and pick-up and emergency vehicles. There is NO PARKING IN THE RED ZONE AREA AT ANYTIME DURING THE SCHOOL DAY. Students may not be DROPPED OFF BY A CAR IN FRONT OF THE BUILDING. CARS MUST USE THE CAR RAMP TO DROP OFF OR PICK-UP STUDENTS. **The Car Ramp will open at 8:10 AM and will close at 8:35 AM when the first bell rings. Walkers are defined as any student who can walk to his/her home of record as listed by the school district. All other students must be dropped off and picked up at the car ramp. Walkers will be dismissed after late bus riders.***

Students are NOT allowed AT SCHOOL BEFORE 8:10 A.M. TEACHERS WILL NOT BE ON DUTY UNTIL THAT TIME.

****ANYTIME YOUR CHILD WILL GO HOME A DIFFERENT WAY THAN USUAL, A NOTE MUST BE SENT TO THE CHILD'S TEACHER. IF A CHILD IS UNSURE ABOUT HOW HE/SHE IS GOING HOME, THIS BECOMES QUITE UPSETTING TO THE CHILD AND THE TEACHER AND CAUSES TRANSPORTATION DELAYS. PLEASE PUT ALL TRANSPORTATION CHANGES IN WRITING (IN THE TAKE HOME NOTEBOOK OR FOLDER) IF AT ALL POSSIBLE. THIS WILL ALLOW ANY CONFUSION TO BE CLEARED UP EARLY IN THE DAY BEFORE DISMISSAL. Please do not e-mail teachers. They may not be able to check their e-mail during the day so may not get the message. FOR THE SAFETY OF OUR STUDENTS, CHANGES MAY NOT BE MADE BY PHONE. IN AN EMERGENCY, YOU MAY FAX (985-639-0923) or EMAIL (call the office to request e-mail address) A COPY OF YOUR DRIVER'S LICENSE AND A NOTE BEFORE 3:15 P.M.**

If your child is a car rider, he/she will be given a windshield name card which should be displayed on the dash in the front passenger's side of the windshield when picking up your child at the car ramp. Parents are not permitted to park in the parking lot and walk over to pick up a student.

In Louisiana, the law requires all children under the age of 12 to ride in the backseat of a vehicle. Therefore, students must enter the car through the back door nearest the curb unless this is not possible. Also, please remember that cellphone use by the driver is not allowed within school zones. Additional reminders for parents and students will be included with the name card. Please review these safety precautions with your child.

If a child is dropped off early or not picked at dismissal by 4:00 PM, contacts from the emergency card will be called in order of listing on the emergency card. After all attempts have been made, students will be placed in Gator ELO and payment will be expected upon pick up and/or authorities will be contacted.