

Smyrna CAR RIDER RULES & INFORMATION 2018-19

Every family who has a student that will be picked up from school **ANY afternoon** by car will need a car rider number for identification purposes. The attached form must be completed and returned to school to receive your assigned number and car tag. The color of our car rider tags change every year; therefore ***a new form must be completed each year*** to receive your new tag.. Your number must be displayed on the rearview mirror of your vehicle so it is easily visible to the supervising adults in the parking lot.

1. At dismissal time (3:45 p.m.), car rider students will go to the “Cafeteria” for dismissal.
2. On days of rain students will report to the Library and will dismiss from that area.
3. Parents/Guardians may NOT walk up to the car rider door to pick up their child.
4. Car rider tags must be in plain view. For safety reasons, cars not displaying the appropriate car rider tag will be directed to the office. **No one will be allowed to pick up their child without the appropriate tag displayed.**
5. Vehicles waiting outside for these students will form a line. **Please stay in your vehicle and observe district rules as posted.**
6. Car rider numbers will be called in the order in which they arrive. Students will be dismissed from the hallway as their vehicle approaches the loading zone. Four to Five cars can be loaded at a time.
7. Students need to watch for their car, stay on the sidewalk until all cars have stopped, and then enter their car on the right (sidewalk side) of the car.
8. **Supervision for this dismissal ends at 4:05 p.m.**
9. Please be prompt in picking up your child. **Any car riders not picked up by 4:00 will be sent to the front office. You will then need to park in the back lot and come into the front lobby thru exit #1.**
You will be required to show ID and sign your child out.
Please be mindful that late pickups, and tardies of any sort may affect your “transfer” status at Smyrna.
10. **All drivers must be at least 18 years old to pick up students.**
11. **Morning arrival** - Please **DO NOT** drop your student off in the morning by parking and allowing your child to run across the parking lot area or the drop off area. This is very dangerous for your child.
12. **CAR TAGS are limited to two per family.** Arrangements must be made to provide correct tags to other person(s) authorized to pick up our child. Any transportation changes or permission for student to ride home with another student **MUST be submitted in writing. PHONE calls will NOT be accepted.**
13. **A student declared as a walker must live within 1 mile of the school.**

We ask that you be patient with us the first few weeks of school as new parents to our school become familiar with the system. Feel free to contact me with any questions or concerns.

Thank you for your help and cooperation with our safety procedures for car riders.

**PARENTS –
PLEASE KEEP FOR YOUR RECORDS!**