

******Car Riders Only******

2011-2012 Gardendale Dismissal Procedures

In order to keep our children safe, we have decided on a new dismissal procedure for car riders at Gardendale. Directions and procedures are listed below.

Parents will now have a placard for their car that allows us to see children are getting into the correct car. Parents will pick this placard up at registration.

When parents pick this placard up at registration, follow these steps.

- Find out the oldest student's last name along with the number of other students who will be picked up with the family.
- Write that name on the placard along with the total of number of children that will ride home in the car with this placard. (Example: I have two children. One is 12 and her last name is Latza and the other is 7 and his last name is Ziccardi. The placard will have Latza and the number 2 written on it.
- Siblings and students who travel together are to wait together in one area on the wall on the same dismissal side of the school (East or West)
- Parents are to keep this placard in their car either on the passenger side's visor or dashboard.
- Parents will be given the first two weeks of school to become accustomed to this routine. After two weeks, drivers who do not have the placard in their car will have to pull their car up and go into the front office with I.D. to sign the children out of school.
- If students are picked up by more than one adult, parents may get more than one placard for those other vehicles.
- If a student or students' mode of transportation home changes, parents must put it in writing. Then, students may show the note to their teacher and they are also to bring the note to dismissal for duty personnel to see and make changes accordingly.