



## **Afternoon Car Dismissal Procedures**

**Effective: January 16, 2018**

1. Parents will be given a car tag, and they will write the names of all of their children on this tag.
2. All cars will enter our campus from Bethesda-Duplex Road. Please see attached diagram.
3. Once in our parking lot, cars will form two lanes, like normal, with cars pulling up to the designated area.
4. ALL PARENTS WILL REMAIN INSIDE THEIR CARS.
5. Staff will pick up tags from cars in the first two loading zones. If you are not in the first two loading zones, staff will come to your car and get the name(s) of the students you are picking up, but will not be taking your tag.
6. When your car is positioned for pick up, please turn off your car engine for safety.
7. The staff will escort students to cars down the middle of the car line.
8. An adult will direct cars to exit once all students are in their cars. Your patience and consideration for the safety of our students is appreciated.

### Key Points:

- Morning car line will NOT change.
- Parents will no longer get out of their cars to pick up their students in the afternoon.
- Students will be inside the school waiting for their parents to pick them up instead of waiting outside.
- Car tags MUST be shown to pick up students in car line.
- If you give your car tag to someone, you are giving them permission to pick up your children.
- Cars will enter Bethesda's campus from Bethesda-Duplex Road.

**Please see the accompanying Q&A page.**

## Questions and Answers Regarding the New Car Dismissal Procedures

**1. Q: Why are we changing the car rider dismissal procedures?**

A: The reason for the change in dismissal is the safety and security of our students. We need to ensure that students are dismissed to the appropriate parent or guardian each and every day. In order to pick up a child in our car rider line, you will now need to show us the car tag that we have provided for your use. If you give your tag to someone, you are giving us permission to release your child to them.

**2. Q: What if I want someone else to pick up my child in the afternoon?**

A: If you want us to release your child to someone, you need to be sure to give them your car tag. If you need additional tags, you may obtain them in the front office.

**3. Q: What if I am unable to give my car tag to someone, but I need my child to ride home with someone other than myself?**

A: If you are unable to give your tag to the person picking up your child, that person will still need to go through the car line. They will be asked to show an ID to the staff member looking for the car tag. That staff member will radio the front office and make sure that person has permission to pick up your child.

**4. Q: How do I ensure that the front office knows who can pick up my child?**

A: The front office will check the emergency contact information that you provided in Skyward. Please check your Skyward account and let us know if that information needs to be updated.

**5. Q: What if my child is going home with a friend, and they are not one of my emergency contacts in Skyward?**

A: You will send in a written note with your child as you have done in the past. On the note, you will indicate that they are not listed as an emergency contact in Skyward. The teacher will make sure the office is notified.

**6. Q: Won't these new procedures make the car line take longer?**

A: As with any new procedures, we anticipate some kinks that we will have to work out. We do ask for your patience during our first week as we work to resolve all of the unforeseen matters. After the first week, we strongly believe that our car line will be safer for our students and more efficient for everyone involved.

**7. Q: How did you develop these procedures?**

A: Our new procedures are a combination of ideas used at various schools in our area. We sent a staff member to view dismissal at a school who does things very similarly so that she could help us

adapt the procedures to work for the Bethesda campus and population. Officer Kevin has also been an integral part of our team.

