

# Car Rider Information

## **1. What is the earliest I can drop my child off at school in the morning?**

Students are permitted to arrive on school property at 7:00 a.m. Students will report to the assigned area depending on their grade. Parents with specific concerns should speak directly with the principal.

## **2. Where may I drop off and/or pick up my child?**

Car-riders will enter and exit the campus from the Richmond Drive entrance and the back entrance to the school. Car riders must have a school issued car tag to show the staff. All others will be asked to park, enter the building and show a valid ID. Bus riders will enter and exit the campus from the front of the school.

## **3. What do I need to do when I need to pick my child up early?**

The student is to bring a note signed by his/her parent to the school office. The note should include the date of early release, the time of pick-up and a contact number. The parent/guardian must come to the main office to sign his/her child out. Upon completion of all forms, the receptionist/secretary will contact the classroom teacher to dismiss the student. The student should report to the main office. **NO EARLY DISMISSALS ARE ALLOWED AFTER 2:00 PM.**

## **4. What do I do if my child is late for school?**

If a student arrives after 7:45 a.m., he/she will have to sign-in at the main office. Unless a medical excuse is provided, the student will be marked tardy. Students are expected to arrive on time and ready to learn. Students are tardy for school at 7:45. All tardy students must be signed in by an adult. Habitual tardies will result in meeting with the attendance clerk and administrators. Excessive tardies (10 and over) will be referred to the District Attendance Office and could subsequently be turned in to Family Court.