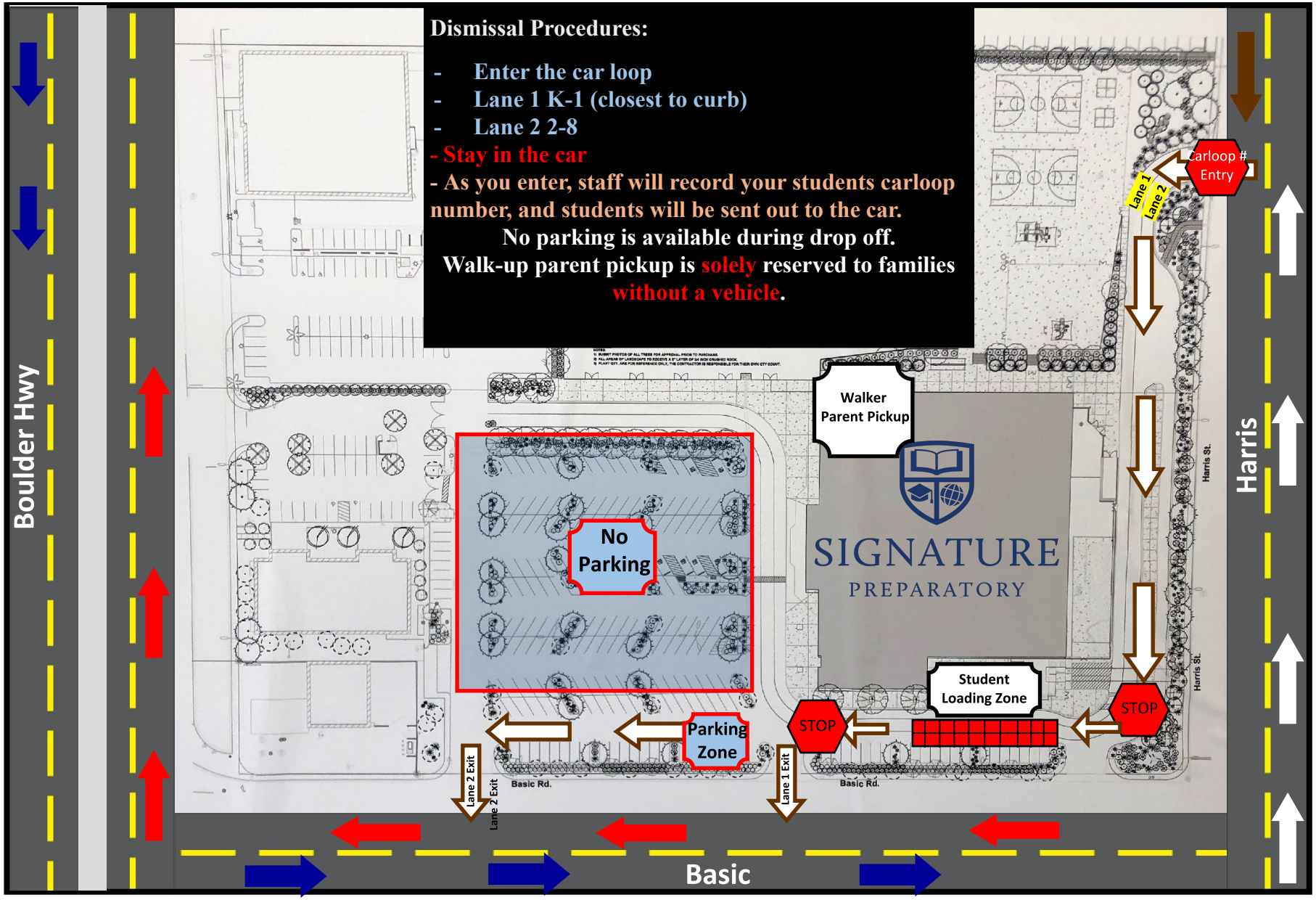
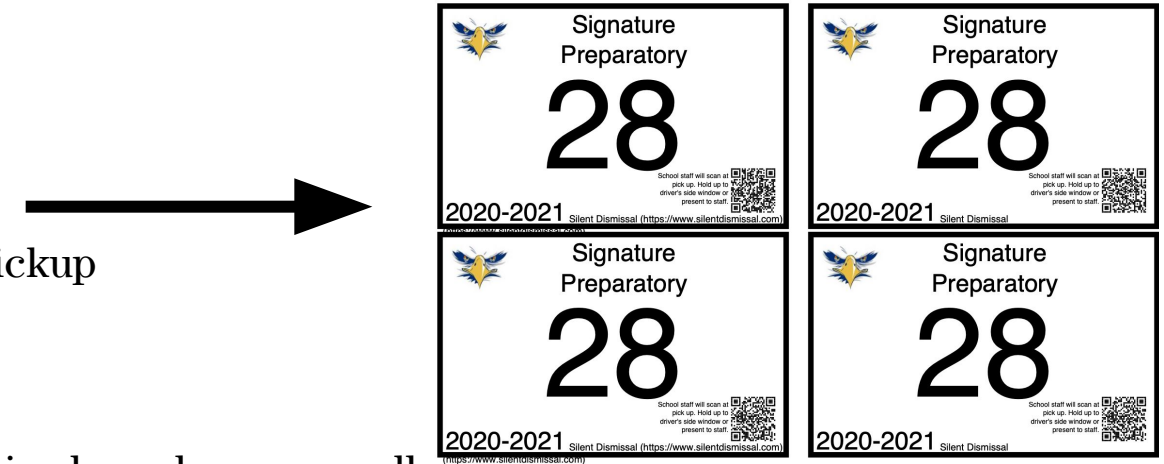
Afternoon Dismissal



Carloop Procedures

- **Each student will receive four (4) carloop placards**
  - A placard may be given to emergency contacts for pickup



- For the first week ONLY, you may also show a photo of this placard on your cell phone.
- <u>All vehicles entering the school driveway must display their carloop placard on the right side of the vehicle dashboard</u>.
- As parents enter the Car Loop, families with their youngest child in kindergarten or first grade must **use Lane 1,** while families with their youngest child in grades 2-8 **must use Lane 2** (These lanes will be identified as you enter the Car Loop.) ***This will allow younger students to have direct access from car to curb without walking between cars.***
- A staff member will be holding a stop sign at the entrance and exit of the Student Loading Zone (20 white boxes painted on black top) restricting car movement until all students are safely in car/on curb.
- All staff in Car Loop will have a walkie-talkie to communicate when it is safe for cars to move. Once all 20 cars have stopped in the Student Loading Zone, students will be allowed to enter car from the **passenger side**.
- Parents may enter the carloop five (5) minutes prior to designated dismissal; parents who arrive before the designated time will be directed to exit the school premises and re-enter the car loop at the appropriate time.

Carloop Procedures & safety

To safely facilitate student dismissal, please adhere to the following guidelines:

- Enter Carloop off Harris Street. The traffic will form two (2) lanes around the back of the school to the Student Loading Zone.
  - Parents with their youngest student in grades K-1 must enter lane 1
  - Parents with their youngest student in grades 2-8 must enter lane 2
- Staff members will direct you safely through the Carloop.
- Once your car is in a designated loading square, please remain in your vehicle and place it in park. Your child(ren) will be prompted to load in the car by a staff member.
- Adhere to the 5 MPH speed limit, as well as the ZERO TOLERANCE for aggressive behavior.
- Yield to all children and Carloop duty personnel.
- Staff members are not permitted to buckle your child in their seat or car seat.
- Do not exit the vehicle FOR ANY REASON, including to strap your child in a car seat or to put backpacks/items in the trunk of the car.

Independent walker & Biking Procedures

- Students must have a release slip signed in the front office if they are walking or biking off campus at dismissal.
- If a student is designated a “walker” they must be able to independently walk off campus and will be prompted on the Silent Dismissal system to exit campus immediately after dismissal.
- Parents must communicate with their child if they are to remain in a classroom for dismissal through the carloop system on certain days. Also, please email your child’s teacher if there is a change in pick-up.
- A student’s walker permission may be revoked, by the school, if behavior or safety becomes an issue.
- Any student who walks off campus, who has not been designated a walker, will be subject to discipline.
- Students biking on or off campus must walk with their bike while on campus.
- If you have any questions regarding this policy, please contact our front office.

Walk-up Parent Pickup (reserved for families *without* a vehicle):

This area is ONLY permitted for families WITHOUT a vehicle. Improper use of this pick-up will be subject to discipline. Parents can indicate on the “How My Child Will Go Home from School” form that they will pick up their child and walk their child home. To pick up a student via “Walkup Parent Pickup Area” you still must have a Carloop Placard for your student. Please walk onto campus via the pedestrian access and present your placard to the designated school personnel in “Walkup Parent Pickup Area.” Your student will be released to meet you.

Champions

At dismissal, Champions staff members will pick-up students who are enrolled in Champions directly from their classroom.

When picking up your child from Champions, please report to the front doors of the school and ring the door bell. A Champions staff member will assist you.

Prohibited From Carloop

The following acts are prohibited and may jeopardize student safety:

- Refusing to follow school procedures for Carloop.
- Backing up onto entrance cross-streets.
- Blocking the entrance/exit of the school or of any surrounding business.
- Dropping students on side roads specifically communicated by the city and school as no drop zones.

Steps for Violations to Policies and Procedures

In addition to traffic violations being issued by local law enforcement, Signature Preparatory will also implement the following consequences for violation of these rules:

- Documented warning
- Incident report
- Administrative Meeting for Breach of Contract
- Possible Trespass from the Signature Preparatory Campus
- Report to local law enforcement