



J.C. Parks Elementary School

CAR RIDER FORM



Start Date _____ End Date _____

Student(s) Name/Teacher(s):

My child/children will be: (Check all that apply)

_____ Dropped off in the morning

_____ Picked up in the afternoon

Parent's Car(s):

Car #1 Make/Model _____
 Color _____
 License Plate _____

Car #2 Make/Model _____
 Color _____
 License Plate _____

*****The following individual(s) are authorized to transport in my absence:**

Parent's Signature _____

Telephone number (in case of emergency) _____

****To ensure student safety, ALL drivers may be required to show identification at the time of pick up. Thank you for your cooperation and understanding.****

PARKING LOT PROCEDURES

We welcome parents to our school and would like for all the experiences you and your child have at J.C. Parks to be pleasant and safe ones. For that reason, we have established procedures for picking up and dropping off children and/or for coming into the school for a short period. Please help us by following these procedures and any directives given by the staff member in charge at the drop off area.

- No cars may drive in the bus area.
- The side parking lot is one way. Please follow the flow of traffic.
- Please pick up and drop off children at the curb side of the building. We do not want children passing between cars or crossing the parking lot alone. It gets very busy and children need to be supervised at all times.
- In the morning, please wait for staff members to come on duty (at 8:50), pull up as closely and as far forward as you can. Staff members are there to assist the children getting out of your car.
- Do not park at the curb.
- Do not leave your car unless it is parked in a legal parking space.
- In the afternoon, please form a line of cars, one behind the other. At approximately 3:00, a staff member will come out and move the cones from the front parking lot so the line can pull around along the curb in the front of the building. This is done to prevent cars from backing up onto Livingston Road and to be sure that buses can safely enter the bus lot. Staff members will assist the children so they can safely get in your car.
- In order to pick your child up regularly and have them waiting outside, you must complete the car rider form providing us with important information. It is on the reverse side of this letter for your convenience. Please return this form to school as soon as possible. Ideally, this form should be returned the first day of school.
- If you do not pick your child up every day, but need to do so once in a while, please notify your child's teacher in writing. On those occasions, you will need to park your car and come into the building with identification to sign out your child. Because the office gets very hectic at the end of the day, we request that you come in prior to 3:20 to sign your child out.
- Please drive slowly and carefully watching out for other cars and especially for the children.