

**Tom Cox Intermediate**  
**CAR RIDER DISMISSAL PROCEDURES**

**In order to provide a safe environment, prevent injury, and show courtesy to each other, we appreciate your cooperation in following car rider procedures.**

***Students are released at 3:55 and they are to quickly find a seat and remain seated until their car comes through the line to pick them up.***

**STUDENTS ARE EXPECTED TO:**

1. Remain seated until their car comes through the line to pick them up.
2. Face forward looking for their car because their name may not always be called.
3. Cell phones are to be kept in their backpack until they are in their cars. If a student needs to contact a parent, they may use the phones in the front office.
4. Snacks are not to be eaten to avoid ants and other insects.

**\*STUDENTS WILL NOT BE ALLOWED TO LEAVE THE CAR RIDER AREA TO MEET A PARENT PARKED ON THE STREET.**

**PARENTS:**

1. Parents need to drive through the car rider line and pick up their student who is sitting and waiting for them. Please pull as far forward as possible in order to help us speed up the process.
2. If a child needs to be picked up prior to dismissal they must be checked out by 3:15. Parents must park and come into the front office and check the student out of school.
3. If you are parking and coming into the school during dismissal time, please use the designated crosswalk.

**\*Parents are not to park along Water Cove Drive and will need to come through the car rider line to pick up their child(s).**

**REMINDERS:**

Students are released at 3:55 and are expected to be picked up shortly after school. If there is an emergency, please call the front office so we know when to expect you. If a student is frequently picked up after 4:15, we may ask the parent to consider another form of transportation.

## Rainy/Cold Weather Dismissal Procedures

As cold weather approaches there may be more rainy/cold days and transportation and dismissal procedure will look differently on those days.

If your student is a walker/biker they will be expected to walk or ride their bike on rainy or cold days, unless you and your child have an alternate plan in place. If you choose for your child to be a car-rider on rainy/cold days it is not necessary to complete a transportation change form.

In the case of severe weather (thunderstorms, lightening, blizzard) we may hold walkers/bikers until we feel it is safe for them to walk or ride home. If that does occur we will contact the parent to inform them of the delay. Bus transportation will run as scheduled.

## Morning Arrival

Parents are to drop students off in the front of the school. Students are allowed into the building at 8:00 and will sit in the cafeteria until released at 8:30 to class.

There is no supervision for students who arrive earlier than 8:00. If a student is dropped off before 8:00 they must remain seated under the covered area in the front of the building. If a student becomes disruptive while they are waiting for the building to open the parent will be contacted to discuss the concern.

If the parent chooses to wait in the car in the morning with their child, they will need to park in the front parking lot and not in the "car rider" lane. It is important to keep the flow of traffic running smoothly.

Thank you for your continued support of our school.