

August 2016

Dear Parents/Guardians,

Outlined below are the arrival/dismissal procedures for the 2016/2017 school year. The procedures are the same as last year with the extended drop-off zone for car riders allowing students to enter both the middle and main entrances of Artman Elementary to help expedite the arrival process.

**Also enclosed is the *Everyday Car Rider Dismissal Form*.** If your child will be a car rider every day, please complete the *Everyday Car Rider Dismissal Form* and return to school as soon as possible. This information is vital to our dismissal process.

We appreciate your support as we continue to refine our procedures to ensure our students' safety.

Sincerely,

Amy Wanchisn  
*Artman Elementary Principal*

**2016–2017 Artman Elementary Car Rider Arrival Procedures:**

1. **ALL car riders must exit their cars in the designated drop-off zone. This zone stretches from the entrance of Ionta Elementary to the main entrance of Artman Elementary.** Students may enter the school through the middle doors or the main entrance. Artman staff will be monitoring drop-off and assisting students out of cars if needed.
2. Should you need to speak with Artman personnel at the time of your child's drop-off, please park in the front lot and proceed to the office through the main entrance.
3. ALL parent volunteers must continue to enter the building through the main entrance of Artman Elementary and sign-in at the Artman office.
4. **At 8:50 am, the car rider entrance doors will be closed and locked.** If your child is not in the building at that time, please park in the front lot and escort your child into the office.
5. Please proceed with caution as you enter and exit the campus as all K-5 car riders will be dropped off in the same area.

**2016-2017 Artman Elementary Car Rider Dismissal Procedures:**

1. **ALL** car riders must bring a note to school indicating the name of the adult picking them up at dismissal. This note must contain the following information:
  - a. First name of child
  - b. Last name of child
  - c. Grade level of child
  - d. Homeroom teacher's name
  - e. Date
  - f. Parent Signature
2. Each day a list of car riders will be created based on the notes sent into school.
3. This list will be used during car rider sign-out. If you do not send in a note, your child will be placed on the bus.

4. A form is enclosed for families who will pick up children every day. Please complete the form and send it with your child on the first day of school. Your child will be listed as a car rider every day of the school year once this form has been received. If you have multiple children at Artman, a separate form must be completed for each child. In the event your child needs to ride the bus, please send a note to the homeroom teacher.
5. If you forget to send a note to school indicating that your child will be picked up, please call Artman 724-981-8750 ext. 5000 before 12pm.
6. If you will be picking up children from both AES (grades K-3) and IES (grades 4-5), you will need to send a note to **both** buildings indicating that your children will be picked up at AES. Parents/Guardians in this situation may sign ALL children out at Artman as the IES students will be escorted to Artman for pick-up.

### **Dismissal Schedule:**

**Do not park in the “NO PARKING ZONE” at the main entrance of Artman Elementary when picking up your child. This is a safety risk and will be enforced daily.**

**3:35** – Doors will open for parents/guardians picking up children

- Parents/Guardians proceed to the appropriate grade level sign-out location in the Cafeteria.
- Please remain in this assigned area as this will assist your child in locating you.
  - For the first month of school, Kindergarten parents will proceed to the Community Room after signing out your child. Kindergarten car riders will be taken to the Community Room by a staff member the first month of school to assist in the dismissal process.
- **Be prepared to show photo identification EVERY day and inform other individuals who will be picking up your child of this requirement.**

**3:40** – Children will be called to the cafeteria as one group of “car riders”. Individual names will not be called.

**3:41** – 1<sup>st</sup> group of buses are loaded

**3:50** – 2<sup>nd</sup> group of buses are loaded

# ARTMAN ELEMENTARY

## Car Rider Dismissal Form

(For students being picked up every day)

2016-2017 School Year

My child, \_\_\_\_\_, will be a car rider every day of this school year. If there is an occasion in which I am unable to pick up my child, I will send a note to school indicating the change in dismissal procedure for that day. **I understand that if I am not present for dismissal and do not properly inform the school of dismissal changes, my child will be sent home on the bus.**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

Child's Name (first and last name): \_\_\_\_\_

Grade Level: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Parent(s)/Guardian(s) Names: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Mom's Work Phone #: \_\_\_\_\_ Dad's Work Phone #: \_\_\_\_\_

Mom's Cell Phone #: \_\_\_\_\_ Dad's Cell Phone #: \_\_\_\_\_

**My child is permitted to be picked up by the following individuals:**

(Please list ALL adults that are permitted and could possibly pick up your child)

_____	_____	_____
_____	_____	_____
_____	_____	_____

**YOUR CHILD WILL ONLY BE RELEASED TO THE INDIVIDUALS NAMED ABOVE.**

**Should additions/deletions need to be made to this list, please stop into the Artman office to make this change.**