

South Shades Crest School
Arrival and Dismissal Carpool Procedures – Safety First!
****NO PASSING ZONE FOR ALL VEHICLES****

REFRAIN from cell phone use during carpool. *Our intention is to keep all students, families, faculty and staff safe at all times. Your cooperation is needed in following directions given by the SRO Officer and/or school officials on duty. Always use the pedestrian crosswalk when entering or exiting the building. Do not drop off or pick up your child anywhere but at the main entrance of the school.*

Morning Carpool Guidelines:

Unloading of vehicles begins at 7:00 am. No student will be allowed to enter the building prior to 7:00 am. To insure the safety of everyone, remain in your vehicle and follow all procedures. All children must unload/load from the passenger side of the car. A teacher or safety patrol student will assist during carpool. Morning carpool traffic is at its peak at 7:30 am. To insure your child is not tardy for the school day, please make plans to arrive prior to peak carpool times. Students should be inside the school building by 7:40 am. Classroom instruction begins at 7:45 am.

Late Arrival:

Being tardy to school greatly affects your child's success and routine. If your child is not inside the school by 7:40 am, you will need to park and walk your child to the main office to document the reason for being late. If the child is not in the classroom at 7:45 am, he/she may be marked absent. The attendance office will change the absence to a tardy. However, you may receive an automated phone call from the attendance office due to the late arrival.

Afternoon Carpool Guidelines:

The loading of vehicles begins at 2:45 pm. All vehicles in the carpool lane must display a school issued carpool tag until AFTER your child has been safely placed inside your vehicle. If someone other than the child's parent or legal guardian is to pick up your child, that person's name must be on file as an approved person and have the school issued carpool tag. Anyone who does not have the school issued carpool tag displayed will be asked to park and come in to the office to sign out the child. A valid government issued ID, such as a driver's license will be required. Carpool ends at 3:00 pm.

Student Checkout: No checkouts are allowed after 2:15 pm.

Emergency Dismissal for Hoover City Schools:

When severe weather conditions exist for Hoover City Schools, parents are asked to comply with emergency school dismissal procedures established. Students will follow their usual daily transportation plan during emergency dismissal. All school activities will be cancelled (i.e., chess club, Taekwondo, etc.). South Shades Crest After School Care and walkers will be dismissed to carpool and follow the guidelines for afternoon carpool. It is the parent's responsibility to contact the private daycare to determine if the daycare will transport your child during emergency dismissal. If private daycare is closed, the student will be dismissed to carpool.

Transportation Changes:

To ensure your child's safety, the custodial parent must notify the school in writing if usual daily transportation is changed. No transportation changes will be accepted by telephone, FAX, or email. If your child goes to private daycare, it is the parent's responsibility to notify the private daycare of transportation changes. If **permanent** transportation changes are made, a new transportation form should be submitted. Forms can be found on the school's webpage, or you may pick up a copy from the office.

Absences:

When a student returns to school after an absence, a signed written excuse from the custodial parent or doctor must be provided within three (3) days of the student's return to school. The written excuse should include the date and reason for the absence. More detailed information regarding excused and unexcused absences can be found online in The Student Handbook.

Please refer to the map on the other side for the flow of traffic during carpool