

CORRECTIONS TO THE PARENT HANDBOOK!!

(in bold print)

PLEASE READ and add to your parent handbook.

1. **Morning Drop-Off Procedures**

Please make every effort to relieve drop-off zone congestion by carpooling and by taking advantage of the early arrival opportunity from 7:45-8am. Please also remember that the school day begins promptly at 8:30am. Allow your child enough time to settle into his or her classroom comfortably prior to 8:30.

●**7:45am - 8:00am:** walk your child all the way **to the playground and check in with the supervising adult.*** (Be sure there is supervision before leaving your child). Note change from last year's procedures.

●**8:00am - 8:30am:** school personnel will be on hand to escort children from the drop-off zone. **Students will wait outside until 8:10am with school personnel, then go to their classrooms.**

The drop-off zone is on Foster Street in front of the school. The zone extends from the Patanjalis Lot driveway (south side of school property) to the service alleyway (on the north side of the school) There will be at least two staff members at the curb helping children out of cars.

Drop off Rules: A safe and efficient school drop-off procedure depends on *absolute* rules with everyone following them! Please read and follow the instructions below with particular care.

- **Adults! DO NOT get out of your car when in the drop-off lane.** This lane is only for cars with children who are prepared to exit quickly and without parental assistance. Please be sure your children have all belongings together and are ready to exit the car *before* entering the drop-off lane.
- Children must be unloaded from the passenger side of the car while the car is stopped within the drop-off zone. Never allow children to get out of the car on the street traffic side of the car.
- Never double-park to unload children.
- Always stop the car completely before letting children out.
- Always double-check to make sure your children are on the sidewalk securely and away from the car before pulling away.
- When leaving the drop-off zone, yield to regular traffic on Foster Street before proceeding north. U-turns are extremely unsafe and highly discouraged.
- **It is illegal to U-Turn in the road on Foster Street.**

SEE OTHER SIDE...

******There is an important change to our Transportation & Parking section on page 23 of the Parent Handbook.**

CPSC is no longer permitted to use the Agricultural Extension at any time and for very good reason. The Ag Extension has increased their programming and they must only allow their employees and program participants to use their already limited parking spots. We want to be a good neighbor so the re-written section reads as follows:

- ***CPSC can not use the Agricultural Extension parking lot across the street.***

2.Walking Your Child into the School

If you wish to walk your child into the building for extra time to say goodbye, you may park in the Patanjalis lot (adjacent to the school on the south side of the building). As you escort your child from the car and the parking lot, please be mindful of surprises (i.e., darting children, unyielding automobiles, noise, traffic, etc.) and hold your child's hand. If crossing the street, please walk to either street corner and cross with the light. CPSC discourages jaywalking and **we are not permitted to use the Agriculture Extension parking lot directly across the street from the school or in the lot adjacent to the Patanjalis lot.**

Pick-up Rules:

- Only those individuals designated by parents in writing may pick up a child from school, either during the school day, or after school. If a person other than a parent will *regularly* pick up your child, you must fill out a permission form (available from school office) and return it to the office. Once the school has your pick-up instructions in writing, it will issue you an "authorized card" that should be displayed during pick-up. Children should know the name of their carpool for reasons of safety and efficiency.
- Always prominently display in the right window of the car the "authorized card" issued to you by the school (includes your child's name or the name of the carpool group). Display of the "authorized card" is imperative for safety reasons. Staff assisting in the carpool lane may not be familiar with children, family relationships or carpool groupings. If your card is lost, please immediately request a new one from the front office.
- If your child is to leave with *anyone other than his/her parent or regular driver*, including another Central Park School parent, **you must send a note to the teacher indicating the name of the person who will pick up your child. Please plan ahead. Your child will be issued a Sunshine Pass to show to curbside school dismissal personnel.**
- If you must change transportation arrangements after your child is at school, please notify the school office no later than 2:30pm. For safety reasons, the school office will call the authorized adult and verify changes for pick-up of the child.
- If an authorized card is not displayed, and there is no note or phone call from a parent requesting a change in arrangements, **the child(ren) will not be permitted to get into the car.** The adult driver must park in a lot and enter the office to provide identification and explain the situation.
- Please be sure that "going home" arrangements are clear to all parties involved, including your child, sitters and carpool drivers. Additional copies of drop-off and pick-up procedures are available in the office. Please give them to those expected to drive, and explain the procedures to novice pick-up drivers.
- If a student needs to leave school during the day, the adult who is authorized to pick up should go to the school office and ask that the child's teacher be notified of his/her presence. The child will be brought to the office and signed out before being allowed to leave.
- If for any reason your pick-up will take extra time, you should park in a lot and walk inside the building to get the children you are picking up.