

East Point Academy
Car Line Procedures
2016-2017

Dear Parents of EPA Students:

Thank you for your patience as we strive to improve our Afternoon Dismissal Procedures. Accordingly, we have made some amendments to our procedures as they have been outlined in the Parent/Student Handbook (2016/2017) that we feel will increase the efficiency of how students are dismissed from school in the afternoon. As always, these modifications to dismissal have been developed with your child's safety in mind. We appreciate your willingness to comply with the steps as outlined below:

1. A teacher will call the number from the field. An administrator or their designee will repeat the number on the bullhorn in the cafeteria as needed.
2. The supervising grade level teacher inside will send the child to the patio when the number is called.
3. A walker will greet them and escort them to their car once the car is stopped in the parking lot. It would be helpful (and safer) if students are permitted to load from the passenger side of the vehicle.
4. **In order to be increasingly efficient with our dismissal and loading. Students are to remain quiet during the dismissal process. Please reinforce this at home with your child.** (Thank you ☺)
5. **Please make sure that your child can recognize their number when it is called before they come to school.** This will expedite dismissal.
6. **Parents **MAY NOT** walk up to the cafeteria to pick up their student unless they had indicated that "walking" (this means WALKING HOME) would be their students method of dismissal.**
7. NO ONE will be allowed to pick up a student after 2:30 with written authorization and prior approval by an administrator
8. Parents must show proper identification prior to signing out a student. This person must be on the list of approved persons to pick up the child.
9. If an emergency warrants picking up a student in the front office, it **MUST** be done after the car line has been completed.
10. Please have a conference with administration if you anticipate excessive early unexcused checkouts.
11. **Fast Passes** are available to our Annual Fund Visionary donors. Fast Pass holders have a special car decal that allows pick up in an alternate location. At the elementary campus Fast Pass pick up will be in the Gymnasium parking lot. Primary fast pass holders will be directed to a designated parking space and students will be walked out. If you would like to make a donation to our Annual Fund please see Kim Christ or the front desk staff.
12. If your child is not picked up by **4:00** your child will be sent to **Extended Care. You will be responsible to all associated fees.**

We truly appreciate you support of our school and the policies that we have developed to increase the safety, security and efficiency with which we support your students and our educational programs.

Educationally Yours,

Winnie Johnson, Ed. D.