



VANSVILLE ELEMENTARY SCHOOL

Dr. Catherine Dingle, Principal | catherine.green@pgcps.org
6813 Ammendale Road | Beltsville, MD 20705 | 301-931-2830 | www.pgcps.org/vansville

ARRIVAL & DISMISSAL PROCEDURES for CAR RIDERS

The safety of our students during arrival and dismissal is of utmost importance. In an effort to maintain a safe arrival and dismissal, all families must follow the morning drop off and afternoon pick up procedures *daily*. **If your child will arrive to school by car and/or go home in a car every day, please review the procedures below.**

DEFINITIONS:

CAR RIDER: A car rider is a student who is dropped off in the car loop each morning and/or is picked up from the car loop in a car *every day*. VES facilitates point to point drop off and pick up for car riders via the established car loop.

WALKER: A walker is a student who walks to school each day and/or walks home from school each day. VES does not facilitate point to point drop off/pick up for walkers.

Morning Drop Off

- Cars are to pull to the end of the car rider loop to the far end of the left side of the school building.
- Students should exit the car on the passenger side.
- Students may enter the building through the main entrance beginning at 8:30 AM. Do not drop off students prior to 8:30 AM.
- Drivers are to remain in their cars. No drivers are to get out of their cars.

Afternoon Pick Up

- Students that go home in a car *every day* are considered “car riders.” The car rider loop is established for all parents/guardians that will pick up children in a car *every day* from school.
- Parents/Guardians must complete one Car Rider Form per family; this form identifies the individuals with permission to pick up the child(ren) from the car loop at dismissal. Once the Car Rider Form is received, a numbered VES Car Rider Tag will be issued to the family. Families will get a new car rider tag each school year.
- Each driver must display the VES Car Rider Tag in the front right of their windshield.
- Car riders will be dismissed based on the order of the cars in the car loop.
- In the car loop, drivers stay in their cars.
- Drivers pull to the far end of the car loop.
- Students are loaded into cars between the far end of the left side of the building and the flagpole.
- In the event that the VES Car Rider Tag is not displayed, the driver will need to park his/her car in a parking space and report to the office, with proper identification, to pick up his/her child(ren).

For children who will only be picked up by car intermittently, parents/guardians are to park their car in a parking space and report to the office, with proper identification, to pick up his/her child(ren).

Complete the Car Rider Permission Form (see next page) and bring it to the office to receive a car rider tag.



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CAR RIDER PERMISSION FORM

Family Name: _____

Child 1 Name: _____ Grade: _____

Child 2 Name: _____ Grade: _____

Child 3 Name: _____ Grade: _____

Child 4 Name: _____ Grade: _____

List the individuals with permission to pick up the above child(ren) from school in the car rider loop. Individuals listed below **MUST** be on the child's emergency form.

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

My signature indicates that my child will be a car rider *every day*. My signature indicates that I agree to follow all car rider loop procedures. My signature indicates that the individuals listed above are permitted to pick up my child(ren) from school.

Signature: _____ Date: _____

Printed Name: _____

Relationship to Child(ren): _____

****This form may only be completed by legal parents or guardians.****

Return this form to Vansville Elementary to receive a Car Rider Tag.