

## CAR LINE PROCEDURE & TIMES 2009-2010

### HIGH PRIORITY

Dear Parents,

As you are aware ECLC International Kindergarten is located in a residential and Embassy district with restricted parking. As a result, we have to be very rigid in our Drop Off and Pick Up Policy and Procedure.

Accompanying this letter you will find the Drop Off and Pick Up schedule for your child/children's year group. We ask that you read this timetable carefully and note the times that apply to you or your driver.

In addition, as a school we need to rely on you the parents to ensure that you and your driver understand and adhere to the guidelines outlined. Enclosed therefore is a form which needs to be completed and returned to school no later than the first day of school for you child. This form needs to be signed by both parents and the family driver if applicable. Even if your child rides the bus, please fill out and return the attached form.

In an effort to reduce any safety risks to the children and to reduce the risk of jeopardizing the good-will that exists between the school, our neighbors and the police we ask that you fully respect and support the guidelines or 'Do's and Don'ts' below.

#### **Do's**

- Follow the Pick-Up times for your child's class
- Have your child sitting in the back seat of the car – school side
- Display your child's name card visibly in the window of the front passenger seat
- Taxis must follow the car line
- Consider Car Pooling
- If needing to come into the school building, park in a safe location that does not restrict access to the school parking bay or the neighbor's driveway and does not interfere with the flow of traffic during pick up and drop off times

*Parking outside the front of the school is done at owner's risk.*

### **Don'ts**

- Do not get out of the car
- Do not U turn in front of the school
- Do not park in front of the school
- Do not park in front of neighbor's driveways or houses/embassies
- Do not stop or park across from the school
- Do not pick up or drop off children across from the school building
- Do not drop children off outside the school building unsupervised
- Do not engage teachers in discussion, just let them know you need to talk to them and will call later.

We as a school need your cooperation in this matter. We all run the risk of losing the car line privilege if we continue to disregard these fundamental safety and courtesy issues. Therefore regretfully, parents or drivers unable to support the above 'do's' and 'don'ts' after two warnings will have car line privileges suspended and will have to park in a convenient place that does not interfere with the school line and escort your child to school on foot.

Again, your full support will be sincerely appreciated and will be of benefit to us all.

Kind regards,

Andy Whitney  
Head of School

## **DROP OFF AND PICK UP SCHEDULE 2009-2010**

### **MORNING DROP OFF**

**08.45 – 09.05** (Front Doors will close at 09.05)

Parents may drop their children off in front of the school between these times. Three/four teachers will be on duty to aid the children out of the car.

If you arrive at school after 09.05 please park your car in an area away from the school that will not be in breach of our Car Line Guidelines and walk with your child to school.

Please be reminded, children arriving late to school disrupt those children already settled and also find it difficult to settle themselves.

### **AFTERNOON PICK UP**

Please follow the timings below. Car line dismissal times are purposeful to aid an organized end to the day for the children. Parents arriving before their allocated time will be asked to move on and return at the proper time.

### **HALF DAY PROGRAM (TODDLER & PRESCHOOL)**

**12.00** School buses depart with Half day Toddlers and Preschoolers

**12.05** Toddler and Half day Preschooler Pick Up

### **FULL DAY PROGRAM (TODDLER ONLY)**

**14.00** School buses depart with full day Toddlers

**14.05** Toddler Pick Up

### **FULL DAY PROGRAM (PRESCHOOL, K1 & K2)**

**15.30** Buses depart

**15.35** Preschool Pick Up

**15.40**

K1 Pick Up

**15.45**

K2 and Siblings (families with more than one child in the school in different year groups)

Please highlight the times that apply to you and don't throw this paper away!

As with every start to the new school year, this procedure may be new to you or you may need time to get back into the regular routines. We anticipate a few adjustment problems for the first few days but these can be less consequential if we all (school and home) make an effort to follow the guidelines as proposed.

Thank you in advance.

## CAR LINE AGREEMENT 2009-2010 (FOR CAR AND BUS CHILDREN)

I confirm that I, (name) \_\_\_\_\_ and \_\_\_\_\_  
parents of (child's name) \_\_\_\_\_ in (Class) \_\_\_\_\_  
have read, understood and support the recommended 'Do's and Don'ts' in relation to the  
car line during 'Pick up' and 'Drop off' times at ECLC.

I understand the failure to comply with these car line rules will result in the suspension of  
my car line privileges.

(Only if applicable)

I have shared the information about the Do's and Don'ts with our family driver and  
he/she understands the procedure and will support the schools request to follow these  
guidelines.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

Driver's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

*This form should be signed by both parents and family driver (if applicable). Please return to  
school office on or before the first day of school for child.*