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| **Car Rider Drop Off in the Morning:*** The front curve is only a drop off spot. Parents needing to park or get out of the car should park in a parking space or over at the neighboring empty day care for additional parking
* The leading car entering the drop off curb should go as far as the supervising adult is for unload. The goal is to unload 8-10 cars at the same time. Please be respectful of everyone’s child during the rainy days and pull up under the awning as much as possible.

Students cannot enter the building or be dropped off before 7:05 a.m. Henry County entry for students is 7:15 a.m. As a courtesy, we open our building at 7:05 a.m. to support parents who need to go to work. **DOJO*** Beginning this year, teachers who use DOJO for communication will utilize it as a one-way method of communication to inform you of class activities, behaviors. Teachers will not use it as a two-way communication format.
 |  **In the Office:*** It is a state requirement to provide identification in order to check out a child each time, including the parent. Please be prepared to show your state issued id each time you visit the school for pickup or lunch.
* All visitors must sign in each day before moving into the hall.
* Parents can visit with teacher daily any time between 7:20 a.m. and 7:45 a.m. by stopping by the office and receiving a visitor’s badge We ask that you allow the teacher to give her attention to all students in the class at 7:45 a.m.

**No change of transportation or check outs after 2:00 p.m.**Phone calls, faxes, text, or emails, or DOJO ***CANNOT*** be accepted for transportation changes. Students should bring in a note from home or the parent should fill out a change form in the office before 2:00 p.m. There are no office checkouts between 2;00 p.m. and 2:30 p.m. | **Yellow Emergency Cards:**It is important to put valued people on your child’s yellow card for pickup in case of emergency with updated phone numbers. Students who are leaving early for doctor or dentist appointments with anyone other than the enrolling parent should come with a note to school stating that they will be picked up early. The purpose of the yellow card is for emergencies and not just for relatives and friends to come and just check students out of school.We need a note if you are sending other family members to pick up your child from school. There has been an increase in family and friends believing that because they were told they were on a student’s yellow card, coming to the school to check students out for reasons not authorized by the parent. ***WE MUST HAVE A NOTE FROM THE PARENT IN ORDER TO RELEASE THE CHILD UNLESS THERE IS AN EMERGENCY AND NOTIFICATION BY THE PARENT.*****Car Rider Dismissal**Parents should remain in their car. The first few days each year of car rider dismissal is slightly hectic. The students are learning their numbers and we have lots of car rider pickup. After the first few days the number of cars will decrease. Students will not be given to people standing outside of their cars. Please have pickup numbers clearly displayed. Permanent tags will arrive shortly. |