



ÉCOLE  
**ST LANDRY**  
SCHOOL

## Car Riders Procedures

Our morning bus room opens at 8:00AM. Any student who is dropped off at school prior to 8:00AM will be admitted to our Lion Care program and a \$5 fee will be assessed. Parents/Guardians will be responsible for this fee.

We will begin after school pick-up at approximately 3:35PM. Due to safety concerns and posed fire hazards, we ask that parents line up no earlier than 3:30pm.

Our procedures are designed to maintain a safe and orderly arrival and dismissal for you, our students and our staff. The following guidelines provide a general awareness to all involved as well as provide information that will expedite the process.

### **DROP-OFF PROCEDURES**

**We do not yet have a school circle to pull through**, so please pay close attention to these procedures.

1. Approach the school from the south side, facing north. If you are driving in from the north, you will have to turn around in town so you can drop off your child on the correct side of the road.
2. Pull onto the shoulder of the road (facing north) and well over the white line to avoid blocking traffic. You will NOT be allowed to drop off your children on the opposite side of the road (heading south), as we will not allow them to cross the street.
3. Put your car in PARK and then allow your child to get out. Do not move from that parked position until you are directed to do so by our staff.
4. Allow your child to get out of the RIGHT side ONLY of the car. NO EXCEPTIONS. You are not allowed to exit your vehicle. If your child needs assistance, a staff member will be there to help.
5. Remind your child to NEVER go back to the car if he or she has forgotten or dropped something. Often, drivers are unable to see children who run back toward cars.

### **PICK-UP PROCEDURES**

Parents, you will need to complete a Permanent Parent Pick-up form. Once completed, you will receive a parent pick-up pass that you can print at home. If you can not print at home, please let us know and we will print it for you so you can pick it up in the office. The pass should be at least 1/4 of a standard letter size sheet of paper. If you so choose, laminate the pass or put it in



ÉCOLE  
**ST LANDRY**  
SCHOOL

a protective sheet cover. The pass must be hung on your rearview mirror so it is visible for our staff to read.

A staff member will be outside to communicate with your child(ren)'s homeroom teacher for them to be dismissed from class. Please do not leave your vehicle to pick up your children.

1. Place parent pick-up pass provided to you on your rearview mirror with the printed side facing out. For security purposes, it is essential that all cars use our official parent pick-up pass. Do not allow people who are not permitted to pick up your child to use or copy the pass. You may want to keep it in your glovebox when not at school.
2. Approach the school from the south side, facing north. If you are driving in from the north, you will have to turn around in town so you can drop off your child on the correct side of the road.
3. Line up single file (facing north) along the shoulder of Hwy 182 just before the school's driveway. Please be sure to pull over and cross the white line of the highway to not block traffic. The driveway will be blocked by traffic cones. Please do not attempt to enter the driveway. Please do not block any driveways.
4. A staff member will direct you to pull forward. When it is your turn, put your car in PARK. We will then allow your child to enter the RIGHT side of your vehicle. If your child needs help buckling up, a staff member will be there to assist. Please do not exit your vehicle.

**NOTES:**

With proper flow, five to six vehicles will be processed along the side of the highway and the students will be dismissed. Once those vehicles leave, the next round will be parked to continue student dismissal.

Your parent pick-up pass must be displayed. If you do not have a parent pick-up pass, you will be asked to park, enter the office, and show your ID. We'll then call the contact numbers we have in our system for your child. If you or any of your emergency contacts change phone numbers, please let us know so we can keep our system updated.

If you plan on someone else picking up your child, please notify the school in advance IN WRITING via email to [info@ecolestlandry.org](mailto:info@ecolestlandry.org). If the person is not on your pick-up list, he/she will have to park and come into the office and show ID, as well as a written note or text message from a phone number matching that of the child's primary parent/guardian.



# ÉCOLE ST LANDRY SCHOOL

## SAFETY RULES:

- BY LAW, the use of cell phones is prohibited inside a school zone and while operating a motor vehicle.
- BY LAW, you are not allowed to block driveways.
- Always approach the school facing north, with the building on your right.
- Do not park in either lane of traffic. If you need to park, you should wait your turn and explain that to an employee on duty. Please be aware that due to our unique circumstances for parent pick-up/drop-off, you may not be able to easily leave our parking lot once allowed in.
- Listen to school personnel for directions.
- Always be on the lookout for others.

## HOW TO DISPLAY YOUR PASS:

You may clothespin it to a coat hanger to hang over your rearview mirror. You may use sticky tack to stick it to the middle of your windshield. You may use yarn to hang it over your rearview mirror. You may use a clothespin to attach it to your rearview mirror. Whatever works for you is fine for us, but please make sure that it is easily visible to our staff from a distance.

