

## AUTHORIZATION TO RELEASE FORM & CARPOOL GUIDELINES

This requirement is necessary to account for all students and keep them safe. In our ongoing efforts to streamline carpool while maintaining security, we ask families to place assigned student signs on their right side dash. Please keep this handy to show the carpool facilitator so we can call your student's name quickly.

\*\*\*There is a \$3 fee for Replacement Signs\*\*\*

Students should arrive no earlier than 7:30 a.m. and dismissal will begin at 2:20 p.m. Mon-Thurs and 12:50 p.m. on Fri. for a prompt start (2:30pm/1pm) pickup. Parents have a 15-minute grace period after dismissal to pick up their child, after that a \$10 late fee will be charged to your account.

Should a vehicle arrive in carpool without a sign, the driver will be asked to park and come into the office while staff checks for a written note or the Authorization To Release Form. Authorization must be in writing and must be from the student's parent/guardian. Each family will receive two carpool signs.

All students are to be dropped off and picked up at the main entrance adjacent to Deltona Lanes Bowling Alley. You may also park and escort your child into the school. Faculty and/or staff will be present to assist students in and out of cars after the first day. Students may not wait outside of the building without a member of the staff.

To increase the safety of students being dropped off, we are asking parents to observe the following:

Drop-off students at the main door, or park in a parking space and escort students into the main entrance door.

Once in the carpool line, please wait your turn until you are at the main door. If you wish to escort your child inside or need to talk to a staff member, please park in a parking space. Also, if you arriving after school starts at 8:00 a.m. please park and escort the child inside. No student will be admitted into school after 8:15 a.m. without a documented excuse note from a licensed professional i.e. Doctor, Dentist, Psychologist, etc.

**Please do not leave your car while you are in carpool line.**

### PLEASE OBSERVE THESE GUIDELINES TO MAKE DROP-OFF AND PICK-UP TIMES SAFE FOR EVERYONE:

- Enter the carpool lane at 5 miles per hour or less.
- Please have any arriving students exit the car on the side closest to the school.
- Wait until your student and the assisting adult has stepped five feet away from car before pulling away.
- Refrain from using your cell phone so that your full attention can be on your student, either wishing her/him well as they start the school day or warmly greeting your student at the end of a long day.
- If you do park in the lot, you must escort your student from your vehicle into the building or from the building to your vehicle. Watch for unattended students of all ages in the parking areas.
- Do not park in a handicap space unless you have a handicap permit.
- Observe courtesy with other drivers. The carpool lane receives priority for leaving the school. Cars entering or leaving the parking area should allow cars in the drop-off/pick-up lane to exit first. **Danger:** Please do not pass a stopped vehicle in the carpool line, unless directed to do so by a person in charge. Cars must join the carpool line and wait for the cars preceding them to pick-up/ drop-off students before exiting the parking lot.

### WHO CAN PICK UP YOUR CHILD

Only adults 16 years of age and older listed on a child's Enrollment/Authorization to Release Form will be able to take students from the school's premises. Relatives other than parents/legal guardians and other designated adults must be listed on the student's Enrollment/Authorization to Release Form in order for us to allow the student to leave the premises with those persons. In case of a last-minute change or addition, please email or fax to the school office a signed and dated note authorizing your child's release to the new person and including the dates for which permission is given. Email authorization is accepted from a parent/guardian's email address that we already have on record. The school will not release students to anyone, under any circumstance, other than those stated below. Anyone picking up students must carry a photo ID. If a parent needs to communicate a change of pick-up plans, the parent needs to fill out a new Authorization To Release form. Permission may not be given over the phone or left in a voice mail.

