

Startown Elementary Transportation Policies and Procedures

Morning Arrival

Please use the lower entrance on Startown Road to enter the school parking lot and proceed cautiously in a SINGLE LANE. The entrance to the funeral home closest to the staff parking lot AND the staff parking lot are NOT drop-off or pick up areas. We have been given permission for parents to park on the opposite side of the funeral home farthest from our school, but you MUST accompany your child from that lot to our front door. PLEASE DO NOT drop off your child until you arrive at the car rider (color coded) drop-off OR the front door. Please refrain from dropping your child off near the mailboxes or down the sidewalk for safety reasons.

Car riders should arrive at school no earlier than 7:10 AM (this is a change from previous years). Drop-off times are between 7:10 am and 7:25 am. If you arrive after 7:30, when the yellow TARDY sign is in place, you must park and escort your child to the school office for morning sign-in.

****UNLESS YOU HAVE A SCHEDULED CONFERENCE WITH YOUR CHILD'S TEACHER, WE ASK THAT YOU PLEASE SEND YOUR CHILD THROUGH THE CAR RIDER AREA AND FOLLOW OUR SCHOOL PROCEDURES THAT HAVE BEEN CREATED TO ENSURE YOUR CHILD'S SAFETY.**

****PLEASE DO NOT DROP OFF YOUR CHILD AT THE FRONT DOOR IF THE YELLOW SIGN IS IN PLACE AND THERE ARE NO ADULTS IN SIGHT. THE DOOR IS LOCKED AT THIS TIME AND YOU MUST ESCORT YOUR CHILD AND HAVE YOUR ID READY FOR BUZZ-IN. We apologize for the inconvenience, but again, safety is our first priority.**

Pre-School Parents

Please park in the visitor parking spaces in the front of the school. We ask that you not park in the staff lot or in the funeral home spaces as we have limited parking. Please come to the office to sign your child in, receive a visitor tag, and then escort your PK child to the classroom.

If you have an older child as well, please send him or her to class. If the tardy bell has already rung, please fill out a tardy slip for your child in the office and then send him or her to class.

Afternoon Dismissal

Again, please proceed CAUTIOUSLY in a SINGLE LANE. Car riders will be issued two signs when registering with our school for the first time (if needed) for parent/guardian use when picking up at dismissal time. Parents needing additional signs may copy the original for people listed on the child's emergency form. Please keep and reuse signs from year to year. Do not make your own signs if you should lose your school issued signs. These signs should be placed in the windshield of your car to be clearly visible to staff on duty. Any adult without a sign may be asked to show proper ID.

Car riders may be picked up daily between 2:30 and 2:50 in the **supervised car rider area only**. Because classroom instruction does not conclude until 2:25pm, we ask that parents not come to the office to pick up their child prior to 2:30 to “beat the traffic” unless it is for an appointment.

Parking

Visitors are asked to park in the designated visitor parking spaces in the front of the school. Please do not block the yellow accessibility ramp area or park in the teachers’ lot, funeral home lot closest to our school, or in the through lanes during drop-off or pick-up times.

Changing Transportation

In order to change your child’s usual daily mode of transportation, the student must have a note signed by his/her parent/guardian. The note must have the following:

- Original mode of transportation
- Mode of transportation you are changing TO (if changing to BUS, the stop must be an approved stop and there must be seats available on the bus.)
- Homeroom teacher’s name
- Date(s) the change will take place
- If you wish to send the child home with another student, parents of BOTH students must bring in a signed note granting permission.

****PHONE TRANSPORTATION CHANGES WILL NOT BE ACCEPTED, UNLESS APPROVED BY ADMINISTRATION.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE STAFF AT 828-464-1257.

THANK YOU!