Dear Parents/Guardians,

Parents of children picked up from school by car on a frequent, routine or daily basis need to read this information carefully and SIGN THE BACK OF THIS FORM to receive their placards. The CarRider Pro vehicle placard program will eliminate the process of having parents or authorized persons from signing their child(ren) out each day. Our goal is to run dismissal as smoothly as possible without compromising safety. More information about the new parent pick up diagram and routine will be sent home the week before school begins, and will also be available on our website.

The new plan is as follows:

- Families who pick up students in the car line must have a placard displayed on your rearview mirror and/or the dashboard area with the family number facing out so it can easily be read by our staff and the tag reader. If your student routinely rides a bus, but you are picking up for any reason, you must also have a placard displayed in your windshield and follow the traffic flow and process (diagram forthcoming).
- Buses will leave as they are loaded from the Great Mills Road front of the building outside the café doors, and have preference to exit the lot as always.
- Black Belt Academy vans will stack behind the buses to pick up/unload students.
- Parents and visitors are to use the yellow/orange spaces located along the front of the school. The middle and lower lots to the left of the school are for our tenants only. Parents should not use any spaces that have been clearly marked blue. Please remember Blue = Business.

*NEW for 2019* - Each family will be allotted one CarRider Pro placard with a second available if needed (free). Please complete the Google Transportation Survey indicating your families need for additional. Anyone requesting more than two placards will be charged a $5 fee/placard. You will be given the placards once this form has been signed and returned at open house or in the office on the 12th or 13th. It is your responsibility to provide any authorized individuals you deem necessary with your placard. Carpools will be linked in the Car Rider Pro system so the need for additional placards for each car is not necessary. Please complete the carpool question on the survey so that we can link your families. By signing the Daily Parent Pick-Up Placard Request Form you’re agreeing to allow your child(ren) to be picked up by anyone who displays your placard in their car.

Families remaining at CPCS should keep these placards for the entirety of their years at CPCS. Do NOT throw them away!

New placards will be only issued to new families in coming years. Lost or replacement placards will be issued for $5/placard.

If you have an emergency situation, or someone is picking up a student who does not have a placard in the car, please contact the office and the individual picking up the student will have to park in the lower lot to the left of the front door in the spots with the cones labeled with NO Parking signs, used in case of emergency, walk into the office to sign the student out. Parked cars will not be able to access students from the office until 3:20 pm (after car line pick up is over).

No vehicles should park in any parking spaces directly in front of the office doors at morning drop off or dismissal. Parking here is only allowed between the hours of 9-2.

Please make sure that anyone who is authorized to pick up your child(ren) is aware of these changes. Thank you all for your understanding and support.
Chesapeake Public Charter School
Daily Parent Pick-Up Placard Request Form

• In order for students to be picked up in the parent pick-up line, the driver must have a CarRider Pro placard displayed in the window.

• Dismissal begins at 3:00pm. Please wait in your car for students. This will allow us to maintain a steady flow. Please do not arrive before 2:30 pm to pick up your child in the car line. Pay attention to the new diagram of where cars may stack in parking lot.

• All students will enter their cars in the car holding area via the sidewalk near the flagpole.

• Please do not drive around other cars in the line unless directed by school personnel.

• Vehicles without student placards, will be required to sign their child(ren) out in the office at 3:20. NO Students will be signed out in office between 2:40-3:20pm.

• These parents will need to wait outside until the dismissal line ends at 3:20 before they can proceed directly to the office from the side lot. Be prepared to show photo identification in the office.

I, ___________________________________________________________ (print parent name clearly) will be one CarRider Pro placard so the family may participate in the Chesapeake Public Charter School Daily Parent Pick-Up program. My signature authorizes the release of my children to the family member/individual displaying the current CPCS Parent Pick-Up placard associated with my child(ren)’s names.

_____________________________  ____________________________
Parent’s Signature

_____________________________  ____________________________
Parent Telephone Number

* Placards will be available at Open House *

To be completed by the school office:

Date Received: ___________  Date Completed: ___________  # Issued: ___________  Initials: ___________