



20945 Great Mills Road
Lexington Park, MD 20653
Phone: (301) 863-9585
Fax: (301) 863-9586
www.smcps.org/cpcs/

Ms. Angela Funya Education Director
Ms. Karen Antonacio / Ms. Sandy Imbriale Academic Deans

CAR LINE DISMISSAL REQUIRES PLACARD 2018-19

August 1, 2018

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 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.

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 student's name facing out** so it can easily be read by our staff. 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.
- **Buses** will leave as they are loaded, and have preference to exit the lot as always.
- **Black Belt Academy vans will use the lower left lot** to pick up/unload students. Please be aware that they exit the lot during the first few minutes of dismissal.
- The **middle and lower lots** to the left of the front door as you're looking at the building with your back to Great Mills Road are **for our tenants only. They have been painted blue. Parents should not use any spaces that have been clearly marked blue. Please remember Blue = Business.**

Each family will be allotted six (6) placards. You will be given the placards once this form has been signed and returned. It is your responsibility to provide any authorized individuals with your placard. Carpools will display multiple placards on the dashboard so that all names are visible to staff. 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.

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 (normally reserved for Black Belt transportation, *cones labeled with NO Parking signs and only to be used in case of emergency) and walk in to 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.

SIGNATURE REQUIRED – **Please return by 8/10/18**

A large blue arrow pointing to the right, containing the signature line.

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 name 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.
- All students will enter the car on the passenger side via the sidewalk in front of the café.
- Please do not drive around other cars in the line unless directed by school personnel.
- **Vehicles without student name 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.
- This system also applies to afterschool activities and events.

I, _____ (print parent name clearly)
will be assigned six placards so that my 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: _____