

OCEMS Student Drop Off Procedures

The following procedures shall be followed when dropping students off in the morning:

- 1) Students shall be dropped off in the circle drive in front of the school only. Do not drop students off at any of the corner stop signs.
- 2) Drivers shall pull as far forward in the drive as possible to allow as many cars into the drive.
- 3) Students shall be ready to exit the car as soon as it comes to a complete stop and will exit the car on the sidewalk side.
- 4) Drivers/parents will not exit their car while in the circle drive. Staff members will be available to assist students with seat belts, car seats, etc. If a parent must exit their car, they shall park in one of the available spots either in front of or at the side of the building.

Carpool Pick Up Procedures

August 1, 2019

Dear Parents,

Afternoon carpool procedures will remain the same as last year. You will use your new car tag that will hang from your rearview mirror.

If you do not currently have a car tag number, below you will find a form asking for information about the people who are permitted to pick up your child(ren) from school at the 3:05 p.m. pick up time. Once we receive the returned form, we will issue up to four (4) carpool tags. Tags will be numbered and should hang on the rearview mirror; visible by school employees. Students will be dismissed to the pickup line by number.

Parents/adults without car tags after August 16, 2019 will not be able to pick up students in the carpool, but must go into the school office with identification in order to pick up students. Anyone not on the emergency contact list will not be permitted to pick up your child.

Carpool Instructions:

Parents will travel west on South Mulberry Street and turn right on Shiner Blvd. Cars will stop at the designated stop. Students will be called to the cars by the number indicated on the car tag. Once students are picked up, cars will **continue** on Shiner Blvd., past the high school to Main Street. Parents may **not** exit their cars, pass cars in line or turn around on Shiner Blvd.

Sincerely,

Teresa George, Principal

Ohio County Elementary Middle School

OCEMS CAR TAG FORM 2019-2020

PLEASE CHECK ONE:

NEW FORM _____

REVISED FORM _____ Current car tag # _____

Please list all students each vehicle will be picking up.

Student Name _____ Teacher/Grade _____
Student Name _____ Teacher/Grade _____

People picking student up:

Name	Make/Model/Color Vehicle
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____