



## **2017-2018 Authorized Drivers/Pick-up/Car Pool Guidelines**

Child's Name \_\_\_\_\_

Authorized Drivers/Pick-up:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**The valet procedure is outlined below – please read carefully and share with anyone who will be transporting your child:**

*Enter the back parking lot **heading North** on South Van Dien Avenue, turning **RIGHT ONLY** into our parking lot (lining up away from East Ridgewood Ave.) Please **do not** enter the Nursery School parking lot before **8:50 am**, as this causes a premature back-up onto South Van Dien Avenue. You may not idle your cars for more than 3 minutes; those who do so will be subject to a fine from the Ridgewood Police Dept. You will exit onto Circle Avenue. No cell phone use while in our parking lot. Safety in our #1 priority – no distractions!*

*Teachers will be at the door **until 9:10 am** to escort the children. **Do not** let your child out of the car until a teacher is available to escort your child into the building. Drivers **do not** need to leave their cars, unless late and staff are no longer outside on valet duty. At this point, you will either need to escort your child to his/her classroom if the doors are still unlocked or if the doors are locked, ring the intercom for assistance. If you are late, **UNDER NO CIRCUMSTANCE** is a student to be dropped off at the doors without an adult escort to his/her classroom.*

*We thank you in advance for your cooperation and patience!!*

Until then, please walk, or park in the South Van Dien parking lot (in the white lined CH spaces) and walk the children over to school.

**I have read and understand the carpool/drop-off guidelines and will share them with EVERYONE who will be transporting my child.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date