

LARCHMONT CHARTER SCHOOL
SELMA
DISMISSAL EXPECTATIONS AND PROCEDURES

The entire Selma community is responsible for providing our families with a safe, courteous and efficient carpool experience. We appreciate all of your support in making this happen. Following the expectations below will help keep our children safe and model for them an extension of Selma's cooperative learning environment.

Please share the following with all family members, friends, and caregivers who will be dropping off and picking up your child(ren).

- ❖ **Authorized Adults: Make sure the authorized adult picking up your child has a picture ID to show our staff.** Your child will only be released to adults on your authorized list. Please call the main office to update or change your authorization. (323) 871-4000.

Pedestrian Gate: If you are walking in to pick up your child, please enter only through the pedestrian gate. The carpool gate is only to be used by faculty and staff who are walking children to their cars. If you would like to pick up your child earlier than the carpool time, please park and go through the pedestrian gate.

Carpool: Carpool is primarily for cars. . .

- ❖ That have MORE than one child in the car
- ❖ Picking up students at multiple LCS locations
- ❖ **Placard: Please use your placard.** Different staff members assist with carpool each day and will not be able to recall each vehicle's occupants. Placards should be placed on the passenger's side of the windshield for best visibility.
- ❖ **Enter at Selma Ave: All cars must enter carpool line on Selma Avenue!** Cars may NOT enter the carpool line by coming north on Cassil Place. Cars entering on Cassil will be directed to turn right.
- ❖ **Beware of the No Parking Zone: You may not park or line up in the red no parking zone in front of the pedestrian gate.** It really clogs up carpool when there are cars in that area and it is a fire hazard. We have alerted traffic control and parking enforcement about this concern and have asked them to regularly patrol to ticket those who park in this zone. When it is time for pick up, you'll be directed through that area for pick-up starting at 3:25 on regular days and 1:35 on Wednesdays, no earlier.
- ❖ **3 Calls Rule: Please remind your child that it is essential that he/she go directly to the carpool area after dismissal.** Your child will be called for pick-up only 3 times. If your child is not at the carpool pick up area after 3 requests made by the carpool team, you will be asked to exit the carpool line, go to the end of the line, and circle back around to pick up your child.
- ❖ **Exiting: Absolutely no left turns out of the carpool parking lot!** In order to keep our carpool line safe and moving smoothly, turn right onto Cherokee Avenue.

Pedestrian Gate & Carpool Pick up Times:

	5th Grade	6th Grade	7th Grade
Mon, Tues, Thurs, Fri	3:25pm	3:45pm	3:35pm
Wednesday	1:35pm	1:35pm	1:35pm

REMEMBER: Please adhere to the correct pick-up times. If you arrive before your student has been dismissed, they will be called 3 times and if they are not there, you will simply be asked to go around the block. Students will still be in classrooms until their respective dismissal times. Times are intentionally staggered to reduce congestion in the lot.

Closing time: Pedestrian Gate & Carpool close promptly at 4:10. Children not picked up by then will be checked into After School and parents will be **charged for the after school program** accordingly.

IMPORTANT: Any driver who does not follow these procedures, or speaks rudely to staff or children, will no longer be allowed to participate in carpool and will have to park and pick up their child(ren) from the pedestrian gate.

Parent/Guardian Agreement to Carpool Procedures

I have read and reviewed the LCS at Selma Carpool Procedures written above. By signing my name, I agree to adequately following the procedures for the 2019-2020 school year. I also agree to inform all authorized adults picking up my child(ren) so that they will comply with procedures as well. I understand that any adult picking up my student may lose the privilege of picking up in the carpool line for not complying with procedures.

Parent/Guardian Name:

Parent/Guardian Signature:

Date: _____

Student Name(s):
