

TRANSPORTATION

1. Christian Bible Church Academy does not operate a transportation system for students. Such a transportation system would be astronomical in cost. Many Christian schools have closed because of the financial strain of providing a transportation system.
2. Parents are responsible for transporting their children to and from school. Many families who live near other school families have formed carpools to share the transportation responsibilities.
3. Only students who are considered to be in their junior or senior year at Christian Bible Church Academy are permitted to drive cars to and from school.
4. Daily schedule:
 - a. The official school day begins at 8:45 a.m. Students who are not in Opening Exercises by 8:45 a.m. are considered tardy.
 - b. The official school day ends at 3:00 p.m., with the exception of Wednesday when it ends at 1:45 p.m.
5. No student is permitted in the building prior to 8:30 a.m.
6. No student may be dropped off on church property prior to 8:30 a.m.
 - a. School staff arrive prior to 8:30 a.m. However, they have responsibilities that must be fulfilled prior to 8:30 a.m. They cannot be responsible to supervise students who arrive prior to 8:30 a.m.
7. You should pull up to the back door of the downstairs Learning Center to drop off your passengers. As soon as your passengers are on the sidewalk, please drive off.
 - a. **If you must go into the building, park in the lower parking lot. If you must talk to someone, pull into the lower parking lot. Please do not be rude and inconsiderate of others by parking in the designated drop-off of passengers.**
8. School staff are permitted to carpool children other than their own during the morning carpool. Obviously these children and children of staff members are allowed in the building prior to 8:30 a.m.
9. School staff are not permitted to carpool other children during the afternoon carpool.
 - a. Reason: We do not allow children in the building or on the church grounds unless they have adult supervision. Since school staff have responsibilities after dismissal that require an additional one or two hours, they cannot supervise children other than their own.

DISMISSAL PROCEDURE

For the best efficiency in time and, more importantly, in order to provide maximum safety for our students, we will use a similar dismissal policy as last year.

1. Parents should form a line of cars by the back door of the lower Learning Center. Please stay in your car once the line begins to move.
2. Students will be grouped by the back door of the downstairs Learning Center for dismissal.
3. Once students have left the downstairs Learning Center, they are not permitted to return to the Learning Center for forgotten items. After children are in the car, drive to lower parking area, **wait for the car pool line to finish** and return to Learning Center with child to obtain forgotten items.
4. Monitors will see which parent is first in line and have the children of that car leave the downstairs Learning Center to get into the car.
5. Please drive away after your children are secure and the next car in line should drive up to the door.
6. The Monitors will then release the next children for that car.
7. Please drive away after your children are secure and the next car in line should drive up to the door.
8. The above steps will be continued until all the cars in line have been loaded with children.
9. Students who remain after the last car drives away, will be required to return to their respective Learning Center offices. The parent (or designated driver) should drive up to the Learning Center door and beep their car horn. The child will then be dismissed from the downstairs Learning Center.

Supplemental to these steps, the following procedures should be followed.

1. Should you need to come into the church after picking up your children, please wait in the lower parking lot until the line of cars is gone. It is requested that you keep your children with you while you come back into the church rather than leave them unsupervised outside or they **must** remain in the car while you go into the church.
2. If your child is going home in a different carpool than normal, **send a note** in that day or call the church secretary so that the Monitors will know. **Supervisors will not release the child to anyone other than the parents or previously designated carpool without a note or phone call to notify the staff.**
3. When a detention has been served, the parent (or designated driver) **should drive up to the Learning Center door and beep their car horn.** The child will then be dismissed from the downstairs Learning Center.
4. When one student from a carpool is required to serve a detention, the other students in that carpool should not be left at school until the detention has ended. **They must be picked up at the normal time of dismissal.**
5. If your carpool plans to wait for a student serving a time of corrective action, please drive to the lower parking lot **and keep the children in the car until the carpool line is finished.**
6. After the carpool line is completed, the parent may allow the children out of the car; however, the parent is responsible for their supervision. The students may only play in the area of the lower parking lot near Manchester Street and **should not go to the back parking lot or into the building.**
7. When the parent (or designated driver) is ready to pick up the student serving the corrective action, the other students must return to the car.

The intent of these guidelines is to help ensure the safety of your child, and at the same time, enable staff and parents to accomplish the dismissal as quickly as possible. We thank you for your cooperation and help in implementing this dismissal and pick up procedure.

SUGGESTIONS FOR CARPOOLING

If you are carpooling with another school family the following **suggestions** may be of assistance. Please keep in mind these are **not** school rules, they are simply suggestions that will help you to have a successful carpool.

1. Finalize all details of your carpool arrangement before the school year begins.
2. Have a mutually agreed upon time when the children will be picked up.
 - a. The driver should be on time.
 - b. The children should be ready and waiting when the vehicle arrives.
3. Encourage your child to regularly express appreciation to the one driving them.
4. Have a mutually agreed upon time when children will be dropped off at their home.
 - a. Inform parents of children you carpool if you'll be late in bringing them home.
 - b. If your child is not going home in the carpool, let the carpool driver have as much advance notice as possible.
5. What will happen if someone in the carpool has a detention? Who will be responsible for their child's transportation?
 - a. When one student from a carpool is required to serve a detention, the other students in that carpool should not be left at school until the detention has ended. They must be picked up at the regular time of dismissal.
 - b. Will the parents of the one serving the detention have to make other transportation arrangements?
 - c. This issue has the potential of causing major problems in the harmony of the carpool. It is strongly suggested that this issue be resolved prior to the start of the school year.
6. If one person does all the driving in the morning and afternoon, you should consider giving them help with the expense of gas.
7. Rowdy behavior and excessive noise in the car should be discouraged. Violations should be reported by the driver to the parents of the offender. Parents should insure that their child displays proper behavior in the car.
 - a. Parents should also insure that their child is respectful and cooperative with the driver.
8. If you are unable to fulfill your driving responsibilities, give as much advance notice as possible to parents of children you drive.
9. Do not automatically assume that your carpool will be the same for the next school year as it was for the previous school year. Communicate early in the summer with all those involved in your carpool.