



# Lucy T. Davis Elementary

## Car Line Procedures



Morning and afternoon arrival and dismissal are very important times. We only have the safety of our students in mind. Because of these intentions, we ask everyone to follow certain rules:

### Morning Carline Procedures:

Carline begins in the morning at 7:00. **Students should not be dropped off prior to 7:00.** Staff members are not in place to properly supervise students before this time. Children being brought to school should be let out of their cars in the loading/unloading zone at the front entrance.

The final tardy bell is at 7:45, and students are to be in their room and settled to start their day. For the carline to run smoothly, please have your child ready to get out of your vehicle when you stop. Unload students from the right side of the vehicle so students may walk to the sidewalk without crossing traffic. Students are to exit their vehicle and walk along the sidewalk. **No cell phones are to be used in carline for safety reasons. We are a smoke free campus, and we ask that you refrain from smoking in carline.** Please observe our rules with the goal of student safety first and efficient traffic flow second.

### Afternoon Carline Procedures:

During dismissal, we ask that each driver move down as far as possible before we load the children. Parents are asked to stay in their vehicles when picking up children. It creates confusion when parents are trying to pick up children from the sidewalk. Do not leave your vehicle unattended in the car-rider line. Children must be picked up prior to 2:30.

**Children will be dismissed from their classrooms using School Dismissal Manager.** Using School Dismissal Manager with your desktop or smartphone browser, you can quickly and easily update instructions when your child's dismissal needs to be changed. School Dismissal Manager notifies the school of your updates so that it is no longer necessary for you to phone the school, send notes, or send an email to inform the school of dismissal changes. School Dismissal Manager will provide us with a more organized and efficient tracking system for afternoon dismissals.

The easy-to-use mobile and desktop interface will allow you to make these changes in advance or for the current day. You can also report absences and early dismissals on the desktop version. Free apps are also available for Android and iPhone users.

We have already assigned your child a "default" dismissal, which is their routine dismissal and is based on the information we currently have. Examples include, but are not limited to: Bus Number / Color, Daycare Rider or Car Rider.

Once you login, please check your child's default transportation and make sure it is listed correctly. If not, from the desktop interface, select the green *Set/View Default* button or from the SDM app, select *Default Dismissals* from the menu dropdown to set your child's appropriate default dismissal.

When creating an exception for the current day, please note that the cut-off time is 1:00pm on regular days and 10:15am on early release days. After the cut-off time you will need to call the school office to make any changes for the current day.

**Here are a few Fast Facts that you will need to know for getting started:**

1. New parents have been issued a username and temporary password at the top of this email. Returning parents can use their existing parent login credentials. Please use these to login to SDM at [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com).
2. The Parent Login area is found at the top right of the SDM homepage.
3. When you login for the first time, you will be required to change your password immediately.
4. We will be utilizing FastLane for our Car Line dismissal(s). Please know there will be a series of questions asked when setting up your student's FastLane dismissal. It is best to select *Any Parent of <student's name>* for your family's pick person so that all members will have their Parent PIN number accessible on the day of pickup should that pickup person change last minute. For more information, [click here](#).
5. Please refer to the [Parent Guide for Creating Exceptions](#) for details on how to use the system.
6. As you begin to use School Dismissal Manager, if you have questions, please check the Frequently Asked Questions (FAQs) link found in the Parent login area at the top of the SDM homepage. Here, you will find answers to the most commonly asked questions. If your question remains unanswered after checking here, please contact the school office and we will be happy to assist you further.
7. When you start to receive the email notifications of changes or cancellations that are made for your child, please keep in mind that hitting Reply or Reply All on those emails does not reply to the school. If you need to respond to a notification (i.e., to inform the school it is incorrect, provide additional details, etc.) please call the school directly and talk with someone in the office.
8. **Do not** use the Recurring Dismissal feature to put in your child's "default" dismissal.
9. Each school day, School Dismissal Manager will send a comprehensive dismissal report to the school immediately following the cut-off time, allowing administrators and staff to facilitate a smooth dismissal.

Thank you for using this tool to help us keep the dismissal process safe and orderly for all our students.

**A FEW THINGS TO REMEMBER:**

- Display your car-rider tag. (You will receive more information)
- Proceed with caution when picking up your child in the car-rider line.
- Please be patient.
- No cell phones are to be used in carline for safety reasons.

Parking Area      Parking Area      Parking Area

Entrance to School

Student drop off & pick up point -

SIDEWALK

BUS LANE

West Florence Baptist Church

Westfield Drive

STOP

Hoffmeyer Road

Traffic Light

