

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 into the traffic circle at the front door to drop off your passengers. As soon as your passengers are on the sidewalk, please drive off. **Do not park in the traffic circle if you must go into the building. Do not park in the traffic circle in order to talk to someone.** Other cars are pulling up behind you. If you are blocking the traffic circle, they will have to back up in order to drive around you. This creates a dangerous situation with other small children who are entering the building from other carpools.
 - a. **If you must go into the building, park some place else other than the traffic circle. If you must talk to someone, pull out of the traffic circle. Please do not be rude and inconsiderate of others by parking in the traffic circle.**
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

1. Parents should form a line of cars as shown on the enclosed diagram and please stay in your car.
2. The purpose of the dismissal procedure is to provide maximum safety as well as the best efficiency in time. Students will be grouped in the church foyer by car pool.
3. Monitors will see which parent is first in line and have the children of that car leave the foyer to get into the car.
4. Please drive away after your children are secure and the next car in line should drive up to the door.
5. The monitors will then release the children for that car.
6. Please drive away after your children are secure and the next car in line should drive up to the door.
7. The above steps will be continued until all the cars in line have been loaded with children.
8. If a carpool group is still in the foyer when the last car drives away, those students will then be required to return to their respective Learning Center offices. When the parent arrives, he/she will have to enter the church through the entrance by the church office and go to their child's 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.
2. The parent (or designated person) must come into the Learning Center to pick up students serving a corrective action time after school. Please enter into the building through the front door by the church office. Supervisors will not release the child without the parent coming into the Learning Center.
3. If your child is going home in a different carpool than normal, please send a note that day so that the monitors will be informed and have your child in the proper carpool group.

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.

SUGGESTIONS FOR CARPOOLING - continued

10. Open communication among parents is essential for successful carpooling. If a problem arises, do not let it build into a major problem. Talk it out in its early stages.
11. Remember: These are suggestions which are given for your convenience. They should not be referred to as the school transportation rules. Problems should not be referred to the school. It is your responsibility to resolve any carpooling problems in a Christ-like manner with those involved.