At LCC, we have nearly 500 students who go home each afternoon several different ways (bus riders, car riders, daycare, etc.). Our number one goal is to keep each child safe by making sure they are dismissed per their parent’s instructions to a location with appropriate supervision. In order to allow us to continue to support each parent’s dismissal plan, please uphold the following dismissal-related procedures:

1. ALL early checkouts at LCC stop at 2:10 each day. This means that if you attempt to come into LCC between 2:10 and 2:30, you will be directed to get back in the car rider line and we will dismiss your child to you as part of our regular car rider dismissal procedure starting at 2:25. If you need to check your child out of school early for an appointment, please do so no later than 2:10.

2. If your child will be going home a different way than he or she usually does, parents are to send notice of this change to the child’s teacher IN WRITING on the day of the change. Please include your child’s first AND last name on the note, the teacher’s name, the date, and your signature.

3. If you need to call the school to let us know of a change in your child’s dismissal plans for that day, you MUST call the school no later than 2:00 to let us know of the change. Again, please understand that we dismiss nearly 500 students each day and the last hour of the day is the busiest for our school office. We need a reasonable amount of time to get change messages and bus notes out to students and their teachers.

4. NO TAG, NO CHILD. Anyone who comes to LCC to pick up a student as a car rider MUST have a CAR RIDER tag. If you do not have a car rider tag, you will be required to come into the school office to sign the student out, get a tag and return to the car rider line.

LCC MORNING CAR RIDER DROP-OFF PROCEDURES:

- All car riders will be dropped off and picked up at the east side of the building (back playground). Please use Orchard Street to Merchant Street to the east side of the building.
- LCC doors open at 7:20 a.m. This is the earliest that students may arrive at school.
- Your child should be ready to get out of the car as soon as you stop (Have backpacks, lunches and projects in hand, etc.).
- Students must NEVER be dropped off in the parking lot area and allowed to walk through the car rider line.
- Put your car in PARK when you stop to let your child out and do not move forward until you are directed to do so by our staff.
- Only use the INSIDE LANE when dropping off your child. This is the lane closest to the building. DO NOT let your child out of the car in the other parking areas.
- Remind your child to get out of the car (if at all possible) on the RIGHT side of the car so that he or she will not have to come around in front of or in the back of the car out of your sight. IF your
child must get out on the left-hand side of your vehicle, please get out of the car with your child and watch him or her go all the way around the car to the building.

- Remind your child to NEVER go back to the car if he or she has forgotten or dropped something. Often, drivers are unable to see children who run back toward cars.
- The use of cell phones in our car rider line is prohibited in the mornings and afternoons. We need everyone to be alert and aware as children are getting in and out of vehicles.
- Do not park in either lane of traffic. If you need to come into the school building with your child, please park in one of the available parking spaces on Warren Street after the busses have dismissed.

LCC AFTERNOON CAR RIDER PICK-UP PROCEDURES:

- All car riders will be dropped off and picked up at the east side of the building (back playground)
  Please use Orchard Street to Merchant Street to the east side of the building.
- Doors will open for dismissal at 2:25pm
- Please display your LCC Car Rider tag on your rear view mirror.
- Please do no exit your car. Your child will enter the vehicle on the passenger side.
- All cars must exit onto Maple Street.

Warren Ave (in front of LCC) will be used for BUSES ONLY from 7:00-7:30 and 2:00-2:30.