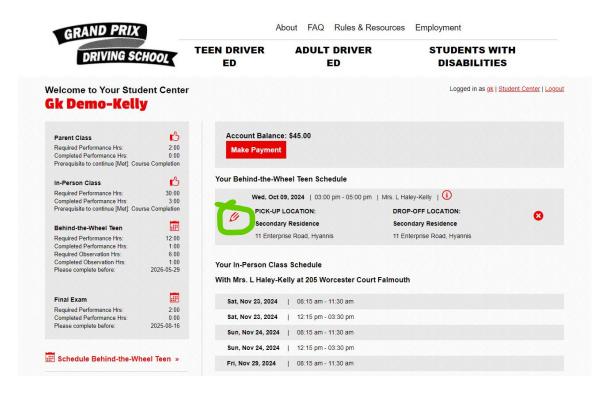
Now that the new school year is underway- we would like to remind you of our school year policies.

Unless you are scheduled for a school pickup at the time of dismissal all students are expected to be ready up to 30mins before their scheduled appointment time to 15 mins after the scheduled start time. If your instructor will be outside of that time frame they will call or text the number listed as student on your profile. Please make sure that you check your phone periodically on the days you have lessons scheduled.

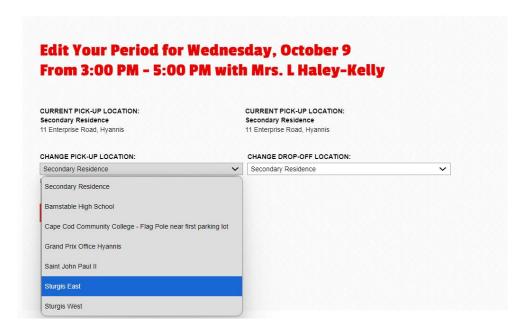
The instructor will pick you up at the location listed on your home screen. Shown below is a demo student with a lesson on Oct 9<sup>th</sup> at 3pm. Right now, this lesson is scheduled for a "Residence" (home) pick up and drop off. If that is not correct you will need to edit your appointment more than 12hours before the start time.

Appointments changed with less than the 12 hours' notice may not be seen by the instructor in time resulting in a no-show fee. Otherwise, you may call when the office is open and speak to a staff member and we can notify the instructor of those late changes.



To edit the pickup or drop off click the red pencil circled in green. Then you may choose the appropriate location. If your school and home address are in 2 separate towns- you may not see your school listed as an option. For example, if you live in Dennis you will not be able to schedule a pick up at Sturgis and a drop off at home. Those are in two different towns.

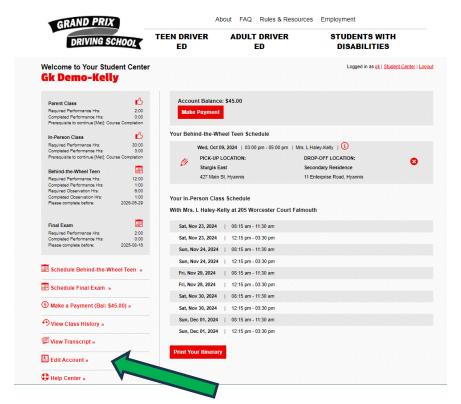
Once you hit the red pencil select the correct location from the drop down menu. Then hit modify to save your changes.



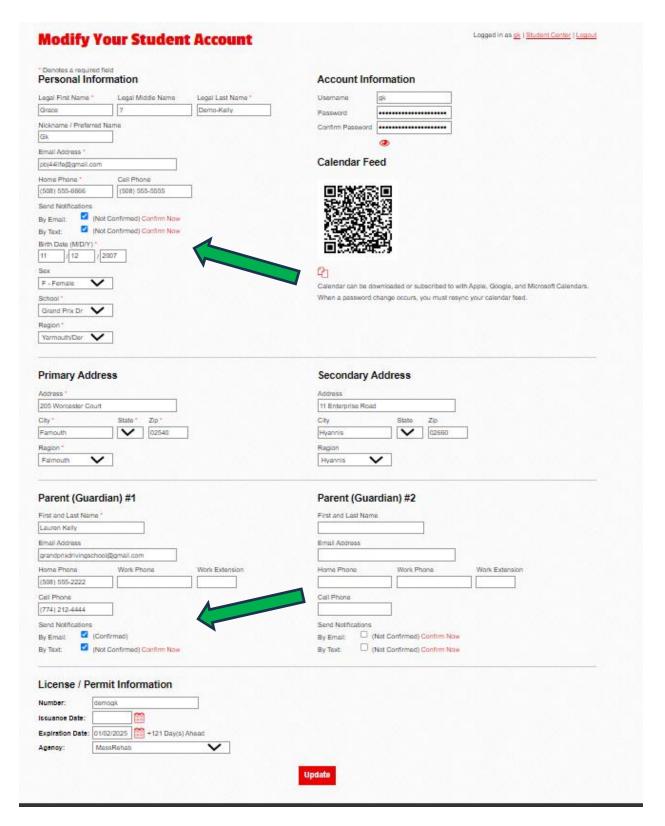
Several schools have changed their pickup and dismissal policies this year. We will follow up in a few days with the new meetup locations for the local high schools.

In order to get email or text message reminders of appointments including the location of your pick up and drop off make sure that your have enrolled the student, parents, or both for email or text notification. In order to do that log in to <a href="https://www.capecoddrivingschool.com/">https://www.capecoddrivingschool.com/</a>

Then select Edit Account from your home screen.



On the page that says modify your student account make sure that at least one person-student or guardian is registered for email alerts and at least one person is registered for text messages. All of you are encouraged to sign up as that makes missed appointments and no show fees less likely if we are all on the same page.



"No Show" fees will be charged for students who;

- Are not at the correct location at the appropriate time
- Do not have a valid paper copy of their permit
- Change their pickup details less than 12 hours before without talking to an office staff member (leaving a voicemail does not count)
- Cancels with less than 24 hours notice without a Cape Cod based Drs note- preplanned appointments would not waive the fee.

Most of our drivers ed students are high school students. On Mondays at 3pm we will continue to post driving hours that are after school or on weekends. We do still have instructors that are available during the school day. Those hours get released periodically throughout the week based on demand. If you are available during the day for example- you have graduated, are not in school, or HOMESCHOOLED please call the office to book some appointments for more flexibility and to keep those later appointments open for those who need them.

As always please contact the office if you have any questions or difficulty scheduling lessons. -Lauren