

# CARPOOL PROCEDURES

**First week of school: All students will be dropped off to and picked up from their classrooms by their parent or caretaker. Be sure to bring an ID with you for pick up.**

**Carpool begins Wednesday, September 5.**

## **MORNING CARPOOL (for parents of 3 and 4 year olds)**

- Morning carpool begins at 8:50 and ends at 9:05 a.m. If you arrive after 9:05 a.m., you must accompany your child to the school office and sign in. If your child's class has already left for chapel when you arrive, you must check in at the front desk, walk them to chapel, and ensure they are left with the proper school personnel.
- Children may exit the car as long as staff members are on duty to greet them. Please do NOT let your child out of the car until staff members have arrived.
- Children may not enter the building before 8:50 a.m. unless they are registered for morning Extended Care. These children must be accompanied by a parent to the Extended Care room.

## **AFTERNOON CARPOOL (for parents of 3 and 4 year olds)**

Afternoon Carpool starts at 2:00 p.m. Please remember to hang the carpool tag on your rear view mirror (*a child size hanger with clips works great for this*). We recommend that you do not participate in carpool until your child can buckle him/herself in the seat. If you choose to participate and your child cannot buckle the seat belt, please move to the **BUCKLE ZONE** to buckle your child in.

As you drive in from Brightwater Drive:

- Traffic during carpool is always **ONE WAY**.
- Carpooling vehicles enter on the right (church side)
- Vehicles that are parking enter on the left (field side).
- Cell phone use is prohibited
- The speed limit is 5 mph
- Children must be loaded from the passenger side of the vehicle.
- If you arrive before carpool begins, please pull up as far as the circular drive road sign, so that we can minimize carpool traffic back-up.
- The 15-minute parking spaces in the circular drive are NOT available during morning or afternoon carpool.

**WALK-UP PARENTS (for all parents of 2, 3 and 4 year olds) – The following procedures must be followed if you are walking up to pick up your child after school.**

- You must obtain a Walk-up Badge from the front office. We will need to scan your driver's license in order to make the badge. Anyone who will pick up your child must have a badge.
- Parents of 3 and 4 year olds must pick child up at the walk-up door (the closest door to the Church and Cherubini Cross). A staff member will meet you and escort your child to you.
- Parents of 2 year olds will enter the walk-up door and pick their child up from the classroom after showing their badge at the door.
- Please use the crosswalk and keep your child close by you.

**Please read the Parent Handbook for clarification of carpool procedures.**

**Please note that during dismissal all teachers and staff are unavailable for questions and concerns. If you need to speak with a teacher or staff member, please arrange a time after carpool dismissal is over.**