



Carpool Procedures at Farmington Woods IB/PYP Magnet Elementary 2016-2017

-All cars participating in carpool should refrain from using a cell phone while moving through the drop off and pick up area to maintain the safety of students and staff at all times.



Morning Carpool Drop Off-

- Carpool students should only be dropped off along the curbed area at the front of the school in the carpool loop. Drop off may begin when the staff and Safety Patrol are stationed on duty at 8:45am.
- Please pull as far forward as you can before stopping to release your child.
- Students should only exit the right side of the vehicle. If your child needs to exit the left side or will require your assistance, please wait in line and then pull forward past the "Stop" sign and over the curb to assist your child with a safe exit of your vehicle.
- After students exit a vehicle, vehicles should remain in a single file line and exit the carpool loop. To maintain safety of pedestrian traffic, vehicles must remain in a single file line and are not allowed to pull around stopped vehicles.

It is important to remember that our morning news program and announcements will be broadcast daily at 9:05am and **instruction for students BEGINS at 9:15am**. All students should arrive at school with time to get to classrooms and be ready to learn by 9:15am. To insure that students arrive to class on time, plan to arrive in carpool by 9:00am. Carpool students wishing to eat breakfast should be dropped off no later than 8:50am. **If your child arrives after the 9:15am tardy bell (staff will have left the carpool loop), you will need to escort your child to the front office and sign your child in for the day. An ADULT is required to sign students in or out once the school day has begun.** Late students must receive a tardy slip from the office before reporting to their classroom.

Afternoon Carpool Pick Up-

- Students who will be picked up at dismissal in carpool must register to receive a carpool tag.
 - *Note that for student safety, students are issued a new carpool number each school year. For 2016-17 #s 375-725 will be used.
- Students will only be released to vehicles showing the School Issued Carpool Tag. Each family will receive 2 tags and can order additional tags for \$2.00 each. Cars without a School Issued Carpool Tag will be asked to pull over and go into the office for appropriate identification verification before a child can be released.
- Students gather in the cafeteria and listen as carpool numbers are called. As a child's number is called he/she goes outside and waits on the blue line on the front porch of the school for the cars to arrive in the loading area. It is important that students learn their carpool # and recognize their car to expedite the process.
- Cars should always pull as far forward as possible before stopping for loading. When all cars in the loading zone come to a complete stop, students will be released from the blue line to be loaded into their appropriate vehicle.
- For safety, the carpool lane will not begin moving until all walkers have left the carpool loading area- typically around 3:50pm. The first month of school is the longest wait in the carpool lane but after the first month, carpool completes the loading process between 4:05-4:10pm each day. Please stagger your arrival at carpool between 3:45-4:05pm to assist with traffic flow.
- Students who are not picked up by the end of carpool are considered late pick-ups and are escorted to the office. Late pick-ups must have a parent come in the school to sign out the student. Excessive late pick-ups will be referred to the social worker and/or administration. Thank you for arriving on time to pick up your child!

To insure the safety of all students at dismissal, students WILL NOT be dismissed from the front office between 3:15-3:45 pm.

Thank you for your cooperation!