



# Carpool Procedures at Yates Mill Elementary School 2019-2020

## Morning Drop Off-

Carpool students should only be dropped off along the carpool area at the front of the school in the carpool loop. Drop off may begin when the staff and Safety Patrols are stationed on duty at 8:45 a.m. Students may not be released from vehicles prior to 8:45 a.m. When approaching the drop-off area, drive your vehicle as far ahead as possible along the curb; do not stop in front of the building entrance if more curb space is ahead of you, as there may be other vehicles behind you needing to release students. Students should exit the vehicle curbside only. For your safety, please remain in your vehicle at all times while in carpool. **If you must exit your vehicle to assist your child, then please park in a designated area and escort your child safely to the building.** After students exit a vehicle, vehicles should remain in a single file line and exit the carpool loop. Due to the large amount of traffic in the mornings, passing stopped vehicles is not safe and will not be allowed in the carpool loop, unless directed by a staff member. Using excessive speed is also not permitted in our carpool lane as well. If you need to enter the building, please park in a parking space.

It is important to remember that **instruction for students begins promptly at 9:15 a.m.** All students should arrive at school with time to get to classrooms and be ready to work by 9:15am. To ensure that students arrive to class on time, plan to arrive in carpool by 9:00 a.m. Carpool students wishing to eat breakfast should be dropped off no later than 8:55 a.m. All outside entrance doors, including the main school entrance, will be locked each day at 9:15 a.m. **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 front office before reporting to their classroom. Thank you for your cooperation!

## Afternoon Dismissal-

Students who will be picked up at dismissal in carpool must register to receive a NEW carpool tag/number as all students for the 2019-2020 school year will be issued a new carpool tag and number. Carpool tag numbers will NOT be the same carpool number each family had last year. Please assist your child in learning their new carpool number.

At the end of the school day, carpool students will be dismissed to the carpool holding area by teachers and then dismissed to their respective vehicles according to their *school issued carpool tag* displayed in the front window of the vehicle. The school will provide each family with TWO NEW carpool tags free of charge. As cars enter the school campus at our main entrance, a staff member will radio the carpool tag # to the loading area so that students can line up on the sidewalk for loading. To assist staff and safety patrol with loading students, the carpool tag should remain displayed from the rear view mirror until your child is loaded into your car. Please refrain from using your cell phones while traveling through our carpool lane. Once students are loaded, cars exit in a single file line from the school campus. Carpool usually begins moving and loading at 3:45 p.m and concludes by **4:05 p.m.** To avoid longer wait times, families are encouraged to arrive at staggered times between **3:50 p.m-4:05 p.m.** Although the first few weeks of carpool dismissal can be a bit slow going (especially with new tag #s), when everyone follows procedures, the process is a safe and efficient way to dismiss students each day.

Cars whose child is not waiting outside or those with a potential dismissal conflict will be asked to pull over at the front of the loading zone so that staff can assist. Utilizing this pull over area will allow the carpool loading process to continue smoothly and without delay.

Cars **WITHOUT** a school issued carpool tag will need to park and come into the school to show proper identification to check out students. Students will only be released to persons listed on the child's locator card and if necessary, we will hold the child at school until a parent/guardian can be contacted. If someone other than yourself will pick your child up, they will need to be listed on your child's locator card and have proper identification for school staff. Excessive late pick-ups may result in a referral to the school social worker or school administration. Thank you for being on time to meet your child. **To ensure the safety of all students at dismissal, students WILL NOT be dismissed from the front office after 3:20 pm.**