

300 Arbor Greene Dr

Garner, North carolina 27529

PHONE: 919-662-2275

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##### rand road elementary school

# WEBSITE: WWW.WCPSS.NET

**Carpool Procedures**

Parents who bring their children to school and who pick their children up after school should use the front entrance to the school on Arbor Greene Drive. Please do not use the back entrance on Rand Road; this loading area is for buses and daycare vans.

The following is a list of rules and procedures for carpool. Your cooperation is needed to ensure a safe and efficient carpool system.

1. Follow the directional arrows and use the right lane.
2. When passing in the left lane, be cautious and check for other motorists and/or pedestrians.
3. To ensure that only authorized adults are picking up students, remain in your vehicle and follow the procedures.
4. Students should be reminded to walk at all times.
5. When loading and unloading, use the passenger side of the vehicle.
6. The school-issued carpool tag should be clearly displayed from the rearview mirror in the afternoons.
7. During dismissal, students and cars will be directed to a designated cone. Proceed to the colored cone where your child will be assisted into your car. To expedite the process, do not attempt to load your child at a cone other than the one designated.
8. Students may be dropped off beginning at **8:45 AM**. **Please do not drop them off prior to this time as supervision is not provided except in the Before School Program.**
9. If you are not ready to unload in the morning upon your arrival, please pull to the area beyond the staff members so they can assist other students.
10. Parents should be in the carpool line by **3:30 PM** for afternoon pickup. **If you need to pick up your child later than 4:00 PM, they should be enrolled in the After School Program. That is the only supervision provided at that time.**
11. If you or your designee do not bring your carpool tag, you should park in the parking lot and report to the office with your valid driver’s license. This is a safety measure that helps us protect our children.
12. Please refrain from using cell phones when loading and unloading. This will allow you to focus on the safety of your child and other children.
13. Please do not park on the street and walk up to get your child from carpool. It is safer for everyone if you go through the carpool line. If you need your child for an appointment, you may check them out in the front office prior to 3:00 PM.
14. MCj04193500000[1]**If there is a change in your child’s transportation, please send in a note, fax, or email to the teacher as well as the front office by 3:00 PM. For security reasons, phone calls will not be accepted as permission for a transportation change.**