



# Forest Pines Drive Elementary – Carpool Procedures

(Revised 12-7-2018)



## AM CARPOOL PROCEDURES

- Carpool drop off will take place in the **inside right lane only** starting at 8:45 AM.
- Do not drop off your child prior to 8:45 AM.
- To ensure the safety of children, please do not let your child out of the car unless you are stopped at a cone.
- Students must exit from the **passenger side only for safety**.
- **Do not pull out of the line** once your child has gotten out of the car. Always stay in your lane and wait for the cars in front of you to move, unless instructed by staff.
- **If you are tardy (at 9:15 AM or later), you must walk your child into the building and sign them in.**

## PM CARPOOL PROCEDURES – Double Stacking

Your carpool number tag should always hang from the rearview mirror while you are on campus.

**Double Stacking of cars will be utilized to minimize road traffic on Forest Pines Drive.**

- Line #1 (inside / right lane) & Line #2 (outside / left lane) - *Please see map below showing details*
- When cars begin to move, line #1 will empty first, followed by line #2. (**Always stay in your lane.**)

Please pull forward to the next open cone.

**Do not pull out of the line once your child is in the car or pass cars in the carpool lane.** Always stay in the loading lane, single file, and wait for the cars in front of you to drive away, unless instructed by staff.

**If your child is not waiting at a cone** – please pull forward past Cone A to let staff know. Staff may direct you to pull up further or park in a space to keep carpool flow moving while your child is called.

## WAYS YOU CAN HELP

- **Always follow staff instructions.**
- For everyone's safety, please remain in your car. You are welcome to pull forward into a space / out of the traffic flow if you need to adjust or buckle your child.
- For safety reasons, your child will need to enter and exit the car from the **passenger side only**.
- **For safety when driving on campus, please stay off your phone / device.**
- Remind your child to stay on the sidewalk as they walk to and from the main entrance of the school.
- Please enter the carpool lane at the **end of the line**. Do not turn left off of Forest Pines Drive into the school unless there is no line.
- Do **not** honk your horn unless it's an emergency.
- Help your child memorize their carpool number and remind them to pay attention to the screen during dismissal.

