



## CARPOOL PROCEDURES

*\*Preschool and students requiring special transportation will follow a different set of guidelines as provided by their classroom teacher.*

### **Carpool Traffic Pattern:**

Cars enter through the main entrance of school (to the right of the building).

- Follow the drive toward the back of the school and go around the circular loop.
- Continue back toward the front of the school and form two lines in the double lane.
- A line should form at the solid stop line in front of the school.
- Cars should alternate forming a single line as they enter the loading zone.
- The loading and unloading of students should only occur in designated areas on the sidewalk in front of the school.
- Cars should proceed forward and making a left turn prior to the bus drive loop.
- Continue to follow the traffic pattern through the parking area.
- Make a right turn on to the main driveway and proceed toward Honeycutt Road as vehicles leave the school premises safely.

### **General Carpool Procedures:**

- Parking in the carpool lane is **not** permitted.
- There is **NO** passing! Please stay in line and wait patiently.
- Please refrain from using your cell phone for the safety of all students.
- Carpool tags must be visible at all times and may be obtained in the front office.
- Please assist your child in learning his/her carpool number.
- Parents should remain in their vehicles and follow all procedures.
- **Students must enter and exit vehicles from the passenger side.**
- Students must **walk** at all times during carpool arrival/dismissal.
- To ensure optimal traffic flow and safety, please follow directives of the school staff facilitating carpool procedures.

### **Arrival Specific:**

- All students should be dropped off in the loading zone to the right of the main entrance of the building at 8:45 a.m. -9:10 a.m.
- Students arriving at the 9:15 a.m. bell will be marked tardy. Parents will need to walk their child into school to sign them in.
- The entrance to the left of the building is reserved for buses, daycare vans, and preschool. Please do not use this area to drop off a child.

### **Dismissal Specific:**

- Dismissal will begin at 3:45 p.m.
- Students are notified when to dismiss from their classrooms.
- Carpool should end prior to 4:10 p.m. and the remaining students will be taken to the office and the parent will be contacted.
- Patience is appreciated at the start of school the school year.
- All cars in the carpool lane must display a school-issued identification tag with the carpool number assigned to their child/children being picked up.
- Cars without identification tags will be asked to pull forward and park; please remember **NO** passing. Once parked, the parent/guardian should report to the school office with their photo ID and the child will be called to the office **AFTER** carpool has been completed.
- **No child will be released to persons not on the student information sheet.**
- If there is a change in the person picking up the child, notification must be made in **writing**, and the person picking up the student must display a current driver's license and be listed on the student information sheet in the office.
- Students **must** stay in their designated pick-up point until cars are stopped.
- Any student not picked up on time must be signed out in the office. Repeated tardiness will result in a call from the principal and/or social worker.