



# Abbotts Creek Elementary School

## Carpool Procedures

All cars with students entering Abbotts Creek Elementary need to enter through the Dunn Road Extension at the stoplight. The entrance by the Durant Road EMS is only for buses and vans. We also ask that you refrain from cell phone use during carpool. Children will enter and exit the car from the right side. Thank you for your cooperation!

### **Morning Drop Off-**

Carpool students should be dropped off at the front of the school in the carpool loop area. Drop off may begin when the school staff are stationed on duty at 8:45 a.m. Students should not be released from vehicles prior to 8:45 a.m. Please make sure that students are ready to get out of the car (forms signed, bookbag ready, etc.) in the mornings. We have a large number of carpool students and want to move cars through as quickly and safely as possible. After students exit a vehicle, vehicles should remain in a single file line and exit the carpool loop and the school parking lot. Due to the large amount of pedestrian traffic in the mornings, passing stopped vehicles is not safe and is not allowed in the carpool loop.

It is important to remember that instruction for students begins at 9:15 a.m. Students should arrive at school with time to get to classrooms and be ready to start instruction by 9:15 a.m. Carpool students wishing to eat breakfast should be dropped off no later than 8:55 a.m. The cafeteria stops serving breakfast at 9:10 a.m. The main entrance doors are locked at 9:15 a.m. **If your child arrives after the 9:15 a.m. tardy bell, you must park and 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 are not admitted to class without a tardy slip from the office.

### **Afternoon Dismissal-**

Carpool vehicles must have a carpool number. This number should be displayed in the front windshield for safety identification during dismissal. Each family will be issued two carpool tags or use the carpool tags from last school year (numbers do not change). Carpool numbers must be visible until students are loaded in the vehicle.

At the end of the school day, carpool students will be released from the classroom to the gym, where carpool numbers are called. Students are dismissed from the gym to load vehicles.

**To ensure the safety of our students, carpool students WILL NOT be dismissed from front office between 3:15 p.m.-4:15 p.m. Students will only be released into vehicles displaying the school issued carpool tag. Individuals missing school issued carpool numbers may park in the parking lot and then check students out in the front office beginning at 4:15 p.m. by showing proper identification. Students will not be dismissed from the gym to parents who walk up with their carpool tag. For security, students will only be released to individuals listed on the child's locator card and if necessary, we will hold the child at school until a parent/guardian can be contacted.**

Although the first few weeks of carpool dismissal may be a bit slow going, when everyone follows procedures, the process becomes a safe and efficient way to dismiss students.