

Carpenter Carpool

The following is a list of procedures regarding carpool.

Your cooperation is needed to ensure a safe and efficient system for the school year.

- ◆ All vehicles in the carpool lane must display a **school-issued tag**. Carpool tags may be obtained from the main office.
- ◆ Carpool pick-up is in the **right lane only**. No parking in the carpool lane is allowed. Refrain from using your cell phone while unloading and loading in the carpool lane.
- ◆ To ensure that only authorized adults pick up students, **adults must remain in their vehicles and follow all procedures**. All children must unload/load from the **passenger side of the car**. All children should know how to buckle/unbuckle with ease.
- ◆ Please do not drop off or pick up your child anywhere but at the main entrance of the school.
- ◆ Arrival and dismissal can be completed in about 15-20 minutes.

Arrival—Kiss & Go!

1. Drop-off is exactly what it says—DROP-OFF and GO!
2. Doors open at 8:45AM daily. Students should not be dropped off before 8:45AM unless they are 4th or 5th graders with a morning duty.
3. For traffic flow and student safety, students MAY NOT be dropped off until AFTER the big holly bush.
4. If students arrive tardy to school (after the 9:15AM bell), they should report to the front office before going to class. Adults should accompany their child to the office to document reason for lateness.

Dismissal—Pick-up & Go!

1. Pick-up is exactly what it says—PICK-UP and GO!
2. Students will not be dismissed from the front office beginning at 3:15PM daily. If you have an appointment that requires you to pick up your child before dismissal, please arrive no later than 3:15PM to sign the student out through the front office.
3. All children riding carpool will be dismissed from the front hall to **VEHICLES ONLY — NOT TO ADULTS AT THE DOOR —ADULTS STAY IN VEHICLES IN CARPOOL LANE AND DO NOT WALK UP TO THE FRONT DOOR.**
4. For traffic flow and student safety, students will not be dismissed to load into their cars until all cars are pulled up closely to the car in front of them and have stopped completely.
5. **Adults must remain in their car at all times—students will have assistance if needed from duty personnel to help load their vehicle.**
6. Make sure ALL VEHICLES display the proper school-issued carpool tag for security purposes.

If afternoon carpool becomes frustrating, please try using our awesome buses—students may actually get home faster! Remember, to be a walker, you must be approved!