



AM CARPOOL PROCEDURES

1. **AM carpool drop off begins at 7:45 am.** You can enter from Cascades Parkway or Algonkian Parkway. Please pull up as far as possible along the school side drop off area and wait along the curb for carpool to begin if you happen to arrive before 7:45 am. (Please see attached diagram)
2. Please pull up as far as possible and once your child/children have safely exited your vehicle and wait for any cars ahead of you to finish unloading before pulling away to exit. **All students enter through the main front door of the school building.**
3. **FOR THE SAFETY OF ALL THE CHILDREN - PLEASE DO NOT AT ANYTIME PULL AROUND THE CAR IN FRONT OF YOU TO EXIT.** Please wait for the car or cars ahead of you to completely finish unloading and safely follow behind them to exit. You may exit onto to either Cascades Parkway or Algonkian Parkway.
4. To keep our children safe, please do not park in the middle parking spaces and have your child/children walk between the cars in the drop off line.
5. **AM carpool drop off will end promptly at 8:00 a.m.** If you arrive after 8:00 a.m., please park your car in an available parking space and **walk your child up to the school building and ring the bell. A staff member will meet your child at the main front school door or buzz you in.** Parents and children will be directed to wait in the Lobby until prayers and announcements are finished before signing in/walking to class. **You will sign them in the school's Tardy Log on the Front Office computer.**



PM CARPOOL PROCEDURES

Carpool queuing will start at 2:40 p.m. PM carpool pick up begins at 3:00 pm and concludes at 3:15 pm on normal school days. Pick up begins at 11:45 am and concludes at 12:00 pm on half days.

1. We have assigned every family a “carpool” number. Please make sure your child knows his/her number. We will be calling these numbers to load the cars. If you carpool with another family, they need to know that number, also.
2. Please **place the carpool number on the driver’s side of the car** so that it is clearly visible to the staff. If another relative or friend is picking our child up in the afternoon, please share that number with them so they are ready to tell us the carpool number. Carpool numbers should be displayed in your driver side window from the time you arrive in the lot, until you exit.
3. All cars must enter on Algonkian Parkway and then exit onto Cascades Parkway. The first twenty cars may enter the school parking lot and wait along the curb for carpool to begin. We will then queue cars up in the second lower lot in a single file next to the commuter cars. When we have cleared the commuter car area, we will begin queuing in a **zipper line to form two lines.**
4. **We will load TEN cars at a time. Students will walk to their cars and be loaded in at the curb. There will be no safety patrols on duty to begin the school year, so parents need to quickly load their children into their car. If a child needs extra help with getting into their car seat, please pull into the middle parking spaces and assist them at that time. When there is a clear spot to pull out, you may proceed to exit the parking lot.**
5. **Even if you visibly see your child, please pull up as far as you can to the car in front of you to expedite carpool. Why?** Children have specific loading zones displayed in the classroom. To avoid confusion, especially for our younger students, it's very important you allow your child to load where they were designated as it impacts other students.