



## **Lower School and Middle School Carpool Procedures**

**Morning Carpool officially begins at 8:15 a.m.**

**If your child needs to arrive between 8:00 a.m. and 8:15 a.m., please see the Early Drop Off note below.**

**A note on timely arrival to School:** Arriving on time for school sets your child up for success. Important social and emotional learning and the establishment of academic routines occur during the first 15-20 minutes of the school day. These routines help set your child up for success both academically and socially. Feeling settled, rather than rushed or anxious about being late and having missed important information, helps your child start the day more regulated and thus more ready to learn. Thank you in advance for your partnership in helping your children have a successful start to their day!

### **Details about carpool:**

- **If you have more than one student enrolled in Lower or Middle School, please go to the carpool location based on the age of your youngest student.** If your youngest student is a Preschool student, please default to your “next youngest” student, attending either Front Circle Carpool or Gym Lot Carpool as instructed below. (Preschool carpool begins at 8:45 a.m., and all Preschool families must park in a parking space and escort Preschool students to the Preschool entrance at the appropriate time.)
- **6th, 7th, and 8th graders** should be dropped off by the Gym and walk to the MS Amphitheater from there. 7th and 8th graders will be supervised in the MS Amphitheater and 8th Grade Lounge.
- **Drivers should NOT get out of the car.** If a child is in a car seat that the child cannot unbuckle themselves, please pull into the back of the parking lot and unbuckle there before joining the carpool line.

**Early Drop Off:** If JK-8th students need to arrive earlier than 8:15 a.m., **the earliest they may arrive is 8:00 a.m.**

- Any Lower School or Middle School student arriving between 8:00 and 8:15 a.m. should be walked to the door by their grownup. (The driver should park in a parking space in the lot.)
- For any student **JK-5** arriving between 8:00 and 8:15 a.m. after entering the building, students will be seated and supervised in the Theater before dismissal to their Lead Teacher or Advisor at 8:30 a.m.
- **6th, 7th, and 8th-grade** students arriving between 8:00 and 8:15 a.m., students should enter the building through the MS Wing

### **Front Circle Morning Carpool (All Carpool Riders JK-5) 8:15 - 8:30 a.m.**

As our school continues to grow, it is becoming increasingly challenging to keep Hwy 42 clear at dismissal. Oftentimes, traffic begins to back up onto the highway, which creates a safety hazard for our families as well as others traveling along that route. ***If cars are backing up close to the road, please create a 2nd line of cars parallel to the 1st line.*** (This includes families coming from both directions on Hwy 42.) As both lines move closer to the building (near the Multipurpose Room doors), cars will merge into one lane. We realize that some drivers may be hesitant to create a 2nd line and worry about “skipping” the line as the cars merge, but we ask that you follow these procedures whenever possible. We assure you that we will try our best to get all children to their vehicles as quickly as possible. Of course, our primary goal is safety!

**If you arrive at 8:35 a.m. or later**, park in a parking space and walk your child to the front door to sign them in. **(Preschool Carpool is from 8:45 - 9:00 a.m., and it is especially important to keep the Front Circle clear for Preschool Carpool during this time.)**

**Front Circle Afternoon Carpool (Grades JK -3 and Older Siblings) 3:25 p.m.- 3:45 p.m.** JK-K will be dismissed at 3:25 pm; Grades 1- 3 will be dismissed at 3:30 pm. Please plan your arrival time to campus accordingly based on the age of your oldest student.

- When picking up, your child will be brought to the car for you.
- Our faculty and staff will be present with walkie-talkies to call for your child.
- No carpool numbers or hanging tags are necessary.
- Again, please do not get out of the car. If you need to buckle your child into a carseat, we ask that you drive to the parking lot, park in a parking space, and buckle them there so that the carpool line can keep moving.
- If your child has not arrived to the carpool area indoors when the faculty/staff call for them on the walkie-talkie, you may be asked to either circle around the line again or park and walk to the front door.

***Please create a 2nd line of cars parallel to the 1st line in an effort to keep cars off of Highway 42.*** As both lines move closer to the building (near the Multipurpose Room doors), cars will merge into one lane. We realize that some drivers may be hesitant to create a 2nd line and worry about “skipping” the line as the cars merge, but we ask that you follow these procedures whenever possible.

### **Gym Lot Afternoon Carpool Instructions (Grades 4-8) 3:25 p.m.- 3:45 p.m.**

When picking up, your students will walk themselves to their vehicles.

- Students should stay on the paved sidewalk or grass while waiting for their rides.
- Please do not pass other vehicles or cut through the gym parking lot if you see your child and are waiting on cars in front of you to load.
- Our faculty and staff will be present to supervise.
- No carpool numbers or hanging tags are necessary.
- Please do not get out of the car.
- Busses also load for afternoon departure in the Gym Lot. Please give the right of way to the busses.
- Please note that our Gym Lot may grow quite busy in the afternoons with spectators and athletes arriving for practices and games. If you are a spectator arriving for an athletic event, please plan your arrival closer to 3:45 or 3:50 to ensure the lot is as clear as possible of car riders and busses to alleviate traffic congestion and thus help ensure student safety.

### **Pickup from LS Enrichment, MS Learning Lounge, or other After School Activities, including Athletics**

Students who stay until after school for Enrichment, Homework Hall, or other after-school activities must be picked up **by 5:30 p.m.** Students who will be picked up from Learning Lounge or Enrichment between 3:45 and 5:30 should have their grownups park and visit the front entrance to call for their child. Their child will be sent to the front entrance to meet their grownup.