



CARPOOL DROP OFF AND PICKUP PROCEDURES

In order to keep our campus safe and maintain accurate records of vehicles allowed on campus, parents and drivers must register their vehicles annually. For your protection and convenience, we recommend registering all vehicles that may come on campus.

Between the hours of 7:00-8:30am and 3:00-4:00pm, our campus is designated one-way only for vehicular traffic. You must turn to the right upon entering campus and go around the outer lanes on campus to reach either the Lower School or the gymnasiums. Do not enter campus, drive around the cones, and turn left.

Please do not exceed 10 mph or use cell phones while driving on campus. Your cooperation and support are greatly appreciated. *Under no circumstances will students be allowed in the building unsupervised.*

Lower School Carpool Procedures

Arrival

Please enter the campus and take an immediate right after passing the gate. Stay in the outermost lane proceeding around and toward the back of the campus. Pass the Upper School, remaining in the right lane and proceed through the parking lot of the Middle School. As you approach the gymnasium, stay to the right and drive past the south end of football field (at the back of the campus). At the end of the football field, you will continue in the right lane and enter the carpool zone in front of the Lower School.

Morning drop-off will begin at 7:30 a.m. At that time, faculty members and Pride Patrol students will assist children as they exit their cars and enter the building. All Pre-Kindergarten students should be dropped off at the north end of the building, near the office, where they will be escorted to the Simpson Commons. Pre-K students will remain in the Commons area until 7:45am, at which time they will be escorted to their classrooms. (Please remain in the right lane until you reach the appropriate drop off spot, using the left lane as an exit lane only after dropping off your child.) Pre-Kindergarten students must be signed in and out daily.

All Kindergarten through fifth grade students should be dropped off on the south end of the building, where they will enter the Hussman Dining Hall. At 7:45 a.m. the faculty member supervising them will release them by grade level to go to their classrooms. After 7:45 a.m. students entering the building may go directly to their classrooms. Students arriving after 8:00 a.m. should enter through the main (North) entrance and stop at the Lower School Office to receive a tardy slip before reporting to class.

If you need services prior to 7:30 a.m., please contact the Head of Early Childhood or the Head of Lower School.

Under no circumstances, should Lower School students be dropped off in the parking lot to cross the carpool line without an adult escort.

The drive in front of the school building is designated for carpool loading and unloading only. No vehicle should be left unattended in these areas at any time. If you need to come in the building, please park in the parking lot.

The gate at North Street is for exiting campus ONLY. Everyone must enter the campus through the main gate. Additionally, you should not park off campus and walk your child through the gate on North Street. It is not safe to drive or walk through the gate as it is designated as an exit only.

Pickup

We ask that parents not disturb classrooms of students in Kindergarten through fifth grade to pick up children at the end of the day. It is important for the teacher to have time to review the day's lessons and homework assignments. If you have an appointment and must come in to pick up your child at the end of the day, please let us know and we will make arrangements for you to pick up your child in the Lower School Office.

Pre-Kindergarten for half-day students ends at 11:45am at which time students being dismissed will be brought to the foyer of the building. Caregivers can choose to go through the carpool line and a staff member will bring the student out, load the student (curbside only), and the parent will sign their child out on the clipboard upon loading. Caregivers can also choose to park and come into the building to sign out Pre-Kindergarten children. Pre-Kindergarten students not picked up by noon will be sent to Wildcat Club, where after-school care charges will apply.

Caregivers of full-day Pre-Kindergarten students should park in the Lower School parking lot and come inside the building (no earlier than 3:10pm) where children will be signed out of their classrooms. After signing out Pre-K students, siblings (if applicable) should be picked up in the Simpson Commons where they will be dropped off as their class goes to carpool at 3:15pm. At 3:45pm, all remaining Pre-Kindergarten students and their siblings will be taken to Wildcat Club, where after-school care charges will apply.

Afternoon pickup for students in Kindergarten through fifth grade will begin at 3:20 p.m. Students will be taken to Erwin Hall Performance Center and Gymnasium to be called when their parents or drivers arrive.

Every driver, including sitters, parents, grandparents, neighbors, etc., authorized to pick up your child must display **EVERY DAY** a carpool sign provided by the Lower School **in the front passenger side dash with the names of all carpool students**. When a staff member reads the sign, the appropriate children will be brought to the car. For efficiency, signs should continue to be displayed until a teacher loads all children into the car. As you leave campus, for security, please remove your carpool sign from view. (If you do not have a carpool sign provided by the school, you will be asked to park and pick up your child in the Lower School Office where you will also receive another carpool sign.)

All Lower School students not picked up by their parents at the end of carpool or by 3:45 p.m. will be sent to Wildcat Club, our after-school program and parents will be charged for childcare. (As long as there are cars for pickup in the line, carpool will continue and students will not be taken to Wildcat Club.)

If members of your carpool are in Middle or Upper School, which dismisses at 3:35 p.m., please pick them up prior to entering the Lower School line. Lower School will supervise children until 3:45 p.m. Please ask the older members in your carpool to exit their building quickly at the Middle and Upper School dismissal.

For the sake of safety, **Lower School students will not be allowed to walk to or from the Middle School without supervision**, nor are they allowed to leave the campus by foot or by bicycle. Parents are responsible for arranging transportation to and from school.

These procedures are designed to effect an orderly dismissal and to ensure that students leave campus safely. It is imperative that parents follow these procedures for the welfare of the School community.

Visitors

All visitors should park in the parking lot in front of the Lower School. The guard at the front gate will instruct all visitors to park there.

Middle School Carpool Procedures

General Guidelines

- Do not use your cell phone.
- Drive slowly and carefully.
- Pull forward to the front of the line near the Auxiliary Gym stairs or near the car in front of your car.
- Place student's nameplate on driver's side of car.
- Vehicle requires the school decal registered during registration or in the division office.
- Middle School parents may not use the Upper School carpool line as a shortcut to Middle School pick-up.
- Under no circumstances should a car be left unattended in the carpool line.

Arrival

- Drop-off near MS Bldg. and Auxiliary Gym beginning at 7:00 AM.
- Students arriving before 7:55 AM will wait in the Main Dining Hall until dismissed by the supervisors.
- If you are transporting Upper and/or Lower School students, please drop off in this order: Upper School, Middle School, Lower School.
- Under no circumstances are students to be dropped off at the Championship Gym. No supervision is provided for this area.
- Library opens @ 7:30 AM*
- Math Lab available @ 7:30-7:55 AM (rooms vary)*
* *Sign out required in Main Dining Hall before 7:55 AM*
- Dismissed from Main Dining Hall to MS @ 7:55 AM
- Classes begin at 8:05 AM.

Pickup

- Carpool will begin after 3:35 dismissal until 4:00.
- Pick-up near MS Bldg. and Auxiliary Gym
- Math Lab available @ 3:35-4:05 (rooms vary)
- Supervised after care from 4:00 to 6:00 PM
 - Nominal fee
 - All students directed to after care after 4:00 if they are not supervised by a faculty or staff person.
- Please ask your carpool riders to be present in the pick-up area to be loaded into your vehicle promptly.
- Students may not be picked up at the Championship Gym. No supervision is provided in this area.
- Do not park in the Middle School parking area to pick-up your carpool riders.
- Younger riders should remain in the vehicle while waiting for Middle or Upper School students.
- If you have students in Middle and Upper School divisions, please choose a single pick-up area.
- If you are picking up Upper and/or Lower School students, please pick up in this order: Lower School, Upper School, Middle School.

Traffic Flow

Please enter the campus and take an immediate right after passing the gates. Use the **inside** lane to the front of the Middle School. Faculty or staff members will assist students as parents pull into the area.

Please be patient as these procedures, if followed correctly, will expedite the pick-up process.

Visitors

All Middle School visitors should park in the Middle School parking lot.

Upper School Carpool Procedures

The Upper School carpool process at the end of the school day has become the source of a significant amount of congestion and can potentially create a safety hazard with the carpool line backing up outside the campus gates and onto Cantrell Road. In order to help address this, a couple of changes are being made to the Upper School carpool process. Please note these changes.

The greatest contributor to this problem is the tendency for Upper School students to remain in the school building for various reasons when they should be exiting the building and allowing the carpool process to proceed. Please encourage your students to promptly get to their transportation.

Arrival

- Students may be dropped off beginning at 7:00 am.
- Students arriving before 7:45 am will wait in the Dining Hall until dismissed by the supervisors.
- All Upper School students should be dropped off in front on the Upper School building.
- If you are transporting Middle and/or Lower School students, please drop off in this order: Upper School, then Middle School, then Lower School.
- Under no circumstances are students to be dropped off at the Championship Gym.

Pickup

- Carpool will begin immediately upon the conclusion of school at 3:35 and will be supervised until 3:50.
- Please ask your carpool riders to be present in the pick-up area to be loaded into your vehicle promptly.
- **Any vehicle that is parked at the front of the carpool line for more than two minutes with no passengers loaded will be asked to proceed around the campus and get back in the Upper School carpool line. This will allow the carpool line to move more efficiently for everyone.**
- After 4:00, all remaining students will be directed to after-care in the Middle School building.
- Students may not be picked up at the Championship Gym or in the Upper School student parking lot.
- Younger riders should remain in the vehicle while waiting for Middle or Upper school students.
- If you have students in Middle and Upper School divisions, please choose a single pick-up area.
- If you are picking up Middle and/or Lower School students, please pick up in this order: Lower School, then Upper School, then Middle School.
- If you carpool with other families, please post the last names of the students in your windshield.
- Under no circumstances should a car be left unattended in the carpool line.

Traffic Flow

Please enter the campus and take an immediate right after passing the gates.

AFTERNOON ONLY: Upper School traffic should take the inner lane and continue forward and loop around the northwest parking lot. Traffic cones will direct traffic. This small detour will allow for additional cars in the Upper School carpool line before the line backs up and creates problems at the entry of the school.

Traffic should then turn to pass directly in front of the Upper School. As you enter the Upper School faculty parking lot, you will see several teachers and administrators who will guide you. After drop-off, vehicles will enter the outside, exit lane when instructed by a teacher or administrator.

Please be patient as these procedures, if followed correctly, will expedite the pick-up process.

Visitors

All Upper School visitors should park in the Upper School parking lot.