Lower School Carpool Procedures

**Morning Procedure:** Incoming cars pull down as far as possible toward the end of the porch area before allowing children to exit. This prevents traffic from backing up onto Perry Hill Road. Children must enter through the blue doors.

**Afternoon Procedure:** The first car to arrive for pickup begins the line on the porch in front of the red doors, and subsequent cars fill in behind. When full, cars form a line in the pick-up lane around the circle, then form three lanes down the center of the parking lot. The three lanes will alternately merge into a single lane once traffic begins moving. Please display a sign with your carpool listed (children’s names and grade levels).

![Diagram of carpool procedures]

**Important Safety Notes:**
- Preschool children must be safely inside vehicles prior to 2:45 and closely supervised prior to that time.
- Please refrain from cell phone use during the time carpool is moving.
- If you must pick up your child early, please arrive at least 10 minutes before carpool begins.