

Carpool Procedures for Shady Side Academy Junior School

Arrival Procedures

- Supervised before care begins at 7:30 a.m. in the gym. Students may only enter through the gym door from 7:30-8:00 a.m. where a faculty member will greet them to take their temperature and check their SSA Safety app for the “green card.”
- At 8:00 a.m. morning drop off begins and students will be met at their cars to have their temperatures taken and to show their green card. If their temperature is below 99.5 they will be directed to a specific entrance to the building assigned by grade levels.
- PK parents can pull to the right of the carpool line and line up behind the faculty cars that are parked along the fence. Again, children will be greeted by a faculty member who will take their temperature and check for the green card before walking them into the building.
- **NEW THIS YEAR** are staggered drop off times. Please try your best to arrive during your assigned window. For families with multiple children, please utilize the drop off time of the **oldest** child.
- Drop off times for 2020-2021 school year:
 - o 8:00-8:10 Grades 4 and 5 drop off
 - o 8:10-8:20 Grades 2 and 3 drop off
 - o 8:20-8:30 PK, K and 1 drop off

Dismissal Procedures

- Any changes to your child’s dismissal plans must be emailed to **BOTH your child’s homeroom teacher AND jstransportation@shadysideacademy.org before 1:30p.m.** (If the change includes After School Explorers please be sure to include Kristen Link on your email as well.) A list of all dismissal changes will be printed out at 1:45 p.m. and distributed to all classrooms.
- At 2:45 all students will begin packing up and preparing for dismissal.
- Bus riders, once packed up, will go to the gym and gather (socially distanced) with their fellow bus riders. Once all students are present and ready, they will be escorted out to their bus by their faculty bus captain.
- Students in ASE will wait to be collected by an ASE staff member from their room and escorted to their assigned after school spot.
- Carpool students will remain in their classrooms. Megan Vrcic will go outside and begin calling the names of the families in the driveway. When students hear their names called they will exit their classroom, leave the building through the same door that they entered the building, and walk to their assigned car pool spot.
- Walkers will all be called at once, and will exit the building through the same door that they entered. Walkers will be ushered to the field where they can meet their parent or guardian.
- The first day that your child comes to school, they will be given a name tag that has our SSA seal and your last name. Please display this name tag on the passenger side visor the entire way through the carpool line every day. We often rotate car pool helpers so not everyone will recognize your car. If you lose your name tag or if someone else is coming to get your child then please be sure to make your own name tag to display. These name tags make the carpool run much more smoothly!
- Once the busses have departed, the car pool faculty will arrange orange safety cones to prevent passing. We do not allow any passing during the carpool. Then we will begin the carpool process immediately.

- **NEW THIS YEAR** we will be doing a staggered pick up time as well. Please try your best to arrive during the assigned window. As with drop off procedures, if you have multiple students, follow the pick up time slot of your eldest child.
- Pick up times for 2020-2021 school year:
 - 3:00-3:10 Grades 4 and 5
 - 3:10-3:20 Grades 2 and 3
 - 3:20-3:30 PK, K and 1
- Once cars begin coming through, the first person on the walkie-talkie will begin calling students from inside and assigning them to a numbered cone in seven car cycles. It makes the car line run much quicker if students and parents go to that assigned number instead of just stopping and getting into the car as soon as they see one another.
- A faculty member will walk your child to their car and open the door for them.
- At no time will we allow a student leaving the building to get into the front seat of the car. All students at the Junior School must leave the Junior School in the backseat.
- For smaller students in five-point car seats we ask that you please move forward and pull aside to the parking lot to get your child buckled in correctly.

If you have any questions about our carpool procedures, please call the office at 412-473-4400, we are happy to answer any question, big or small.