

Lower School Carpool Procedures

Student safety is our top priority during carpool. The following expectations will help us conduct carpool as safely and efficiently as possible:

1. Incoming cars pull down as far as possible down the length of the porch before allowing children to enter or exit the car. **We ask that drivers pull all the way down to keep the flow of traffic moving.**
2. Students should enter and exit the vehicle on the passenger side.
3. Families are highly encouraged to teach students to buckle and unbuckle their own restraints.
4. Drivers should not exit the car at any time. If a driver needs to exit the car, he or she should do so in the parking lot (rather than in the carpool lane).
5. Children must always be accompanied by an adult when using the crosswalk to cross the carpool lane.
6. Drivers should refrain from cell phone use once traffic begins to move.
7. There are times when a family member, babysitter, or friend may pick up your child(ren) from school. In an effort to keep traffic running smoothly, parents should brief any additional drivers on our carpool procedures prior to pickup.

Morning Procedure

Supervision for early arrivals begins at 7:15 in the library, and students who arrive between 7:15 and 7:30 must enter through the blue doors. Porch supervision begins at 7:30, and at that time, each student may enter through the exterior doors that are closest to his or her classroom.

Afternoon Procedure

All cars should display a sign with its carpool listed (each child's name and grade level). Signs should remain up until the child(ren) enter(s) the car.

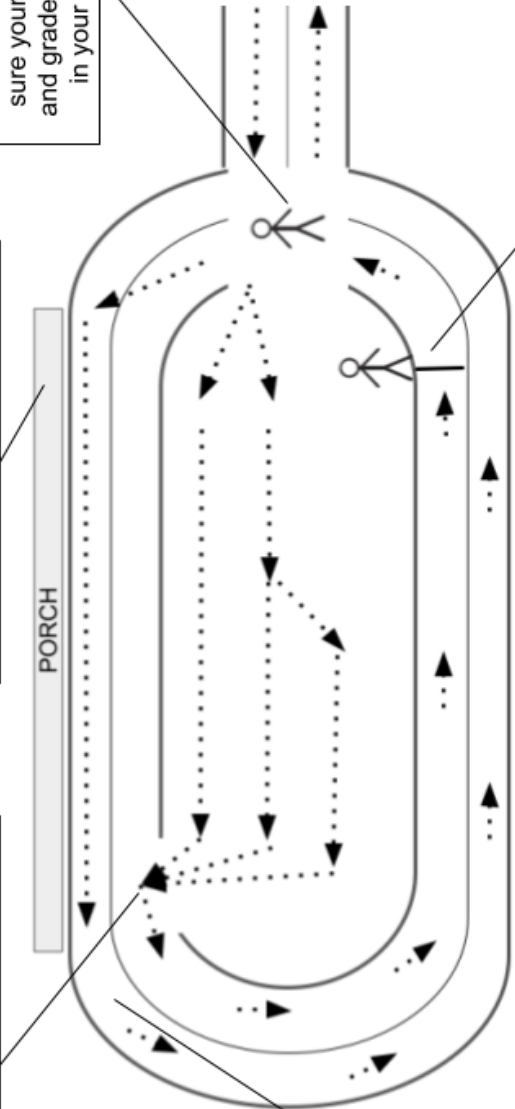
The first car to arrive for pickup begins the line behind the parking spaces reserved for gala winners along the porch in front of the red doors, and subsequent cars fill in the remaining loading spaces. When all spaces are full, all other cars form a line in the pick-up lane around the circle, then form three lanes down the center of the parking lot. The three lanes will alternately merge into a single lane once traffic begins moving.

As traffic begins to move, the faculty caller announces the student's grade and name over the walkie-talkie so that students know to exit to the porch. Younger siblings will walk down the porch to wait with older siblings at their designated waiting area. For example, a Kindergartner who has a fourth grade sibling would walk the length of the porch to wait with her fourth grade sibling outside of the red hall. Cars may carefully pull out of the line to exit when all passengers are in the car. (See diagram on the reverse side.)

STEP 2: Merge from three lanes to one lane with each lane taking a turn to allow one car to merge. Then stay in the inner lane of the loop.

STEP 4: Pull as far along the porch as possible. Your child will come to where you are stopped; please do not stop prematurely.

STEP 1: As you enter campus, the traffic director will direct you to one of two lanes. Make sure your child's name and grade are displayed in your windshield.



STEP 3: The faculty caller will call your child's grade and name over a walkie-talkie. Please keep your carpool sign displayed until your child enters the car.

STEP 5: Use the outer lane to exit the campus.