

## **BCS Lower School Carpool Information and Procedures 2023-2024**

Over 800 students bless us daily in our Early Childhood and Elementary School programs. We seek to provide a safe and secure environment for them at all times, including arrival and dismissal times. In addition to safety and security for our students, we attempt to be good citizens on surrounding public roads and good neighbors to the medical facilities on Bissell Road. Your cooperation in following these procedures will help in achieving these goals.

Each family will be assigned a carpool number for the upcoming school year. These cards are not only used for afternoon carpool pickup but become your "entrance ticket" to gain access to the school and are used for inside dismissal. Each returning family's carpool number will remain the same, however, you will need new cards with a new color this year. **PLEASE NOTE: Carpool cards will be picked up on Monday, August 14th during our New Student Orientation/Returning Student Open House. We will have a table set up with the carpool cards for each family.** If you are unable to attend the Orientation/Open House on August 14th, please contact the school office to make arrangements to pick up your carpool card. The 2023-2024 large-sized carpool numbers must be used for the carpool line. The large or pocket-sized carpool card may be used for indoor dismissal procedures. Additional carpool number cards may be ordered in the school office for a nominal fee.

### **Morning Arrival and Morning Carpool General Overview**

#### **Morning Arrival Information**

- We have TWO-morning carpool lines for morning arrival. Please read below to find the guidelines for each carline. These guidelines will help you determine which carpool line to use.
- To limit the number of visitors during our busy arrival time we are asking that all students be dropped off in the carpool line rather than parents walking students to their classrooms. In circumstances that may require you to enter the building, please park in parking lot A (front carpool line) or in the parking lot by the tunnel playground (side carpool) and use the crosswalks. Please wait for a duty teacher to assist you at the crosswalk.
- The carpool line should flow smoothly and is designed to be a quick drop-off line. Cars in the drop-off line should drive down to the last drop-off station before stopping. This allows many students to be dropped off at one time.

- Please have your child ready to quickly exit the car when you pull into the unloading zone. They should have all bags, lunchboxes, and personal items ready to go so they can quickly exit the vehicle when the car door is opened by a Safety Patrol student or by a Faculty/Staff member.
- Students are asked to wait for a Safety Patrol student or a Faculty/Staff member to open their car door before they exit their vehicle.
- If your child is not ready to exit the car when you reach the drop-off zone or if they require assistance, we kindly ask that you park in a parking lot and assist your child as needed. Please do not pull to the side and park, by doing so you are blocking traffic. Blocking the carpool drop-off line causes other drivers to go around parked cars and this puts students, parents, and others at risk for a dangerous accident.
- For safety and liability reasons, Safety Patrol students and Faculty/Staff members are not able to pick up or lift students from vehicles to assist them with exiting or entering the vehicle. If your vehicle is too high to allow a student to exit or enter on their own, please plan to park in a parking lot and walk the student to the doors of the school.
- **Please do not park on the perimeter road to exit a car during carpool. This is not safe.**
- As mentioned in the letter from the principals, we offer early care for students and families who need to drop off students early. All students arriving at school between 7:00 AM and 7:30 AM are to report to the gymnasium. You will need to use the side carpool line for drop-off. (See details below.)
- On Thursday late start mornings, any student arriving between 7:00-7:45 should report to the gym lobby. Please drop off students in the side/gym carpool area on Thursday mornings between 7:00 am and 7:45 am. See the Late Start Reminder document for more information.
- Reminder: The Lion Lobby (front of school) is not a holding/drop-off area before 7:35 am.
- **Please refrain from using your cell phone during the carpool drop-off time.** We need all drivers focused and watching for students, other pedestrians, and carpool movement and flow.

### **MORNING SIDE CARPOOL**

- The entrance for the side carpool is the ALTADENA ROAD entrance. The drop-off is in the circular drive by the gym.
- This carpool line is open from 7:00 am-8:00 am each day. This carpool line

has a continuous "flow" to allow for early care drop-off. Although this carpool line has little backup, we do ask each family to follow the designated carpool "path" that involves making a right turn into **PARKING LOT C**. Please see the link to the carpool tutorial videos to review this designated path for the morning side carpool.

- If your child needs to participate in our \*EARLY CARE supervision program (7:00-7:20) you will need to use the side carpool drop-off. Early Care students will be dropped off in the side carpool line and enter the gym lobby. The early care teacher will be in the lobby to receive students. (\*Please see the letter from the principals for more details about Early Care and fees for this service.)
- If your child is dropped off via the side carpool between 7:20-7:30 they will need to report to the gym for supervision. There is NO charge for students arriving during this time. Students will be dismissed from the gym to be escorted to class around 7:30 am.
- When exiting the drop-off area by the gym/lunchroom, please make a right turn (heading back towards Altadena Road). Side carpool traffic needs to flow in ONE direction. Please DO NOT attempt to make a left turn. Please do not ask the teacher on duty to move cones to allow you to enter or exit the side carpool line.
- You should plan your morning arrival to allow your child to be in their seat ready for class by 8:00 am. **It is our goal this year to have EVERY student in their classroom, seated, and ready to go by 8:00 am! (On Thursdays, this time would be 8:45 am.)** Instruction begins at this time! This means that you will need to arrive on campus BEFORE 8:00 am to allow your child ample time to exit your car and get to their classroom. Please consider your early morning schedule, commute, and routine to help us meet this goal to have every student in their seat ready to learn by 8:00 am each day!
- **If you arrive at school after 8:00 AM carpool is finished and there are no adults remaining outside on duty, you MUST drive to the front of the school park and walk your child(ren) into the building for check-in. Students are not allowed to walk in after 8:00 unattended. The doors to the gym lobby are locked at 8:00 am. Please do not drop off students and leave. Your child will be locked out of the school. Please drive them to the front of the school and walk them in for check-in.**
- While it may be an inconvenience for you to walk your child(ren) into the building for check-in if you are late, please be kind and patient to school staff

members who are assisting you with the check-in process.

### **MORNING FRONT CARPOOL**

- The entrance for the MORNING FRONT carpool is Acton Road.
- You should plan your morning arrival to allow your child to be in their seat ready for class by 8:00 am. **It is our goal this year to have EVERY student in their classroom, seated, and ready to go by 8:00 am! (On Thursdays, this time would be 8:45 am.)** Instruction begins at this time! This means that you will need to arrive on campus BEFORE 8:00 am to allow your child ample time to exit your car and get to their classroom. Please consider your early morning schedule, commute, and routine to help us meet this goal to have every student in their seat ready to learn by 8:00 am each day!
- Cars may begin lining up for the morning front carpool before 7:30 am but are asked to wait at the designated marker in parking lot A. Please see the carpool tutorial video for more information.
- This carpool line will begin around 7:30 am. **Please wait for the duty teacher to give the signal for the carpool line to begin.**
- From 7:40 until 8:00 or unless directed to do so at an earlier time by the traffic director, cars on Bissell Road should turn right at Briarwood Trace (toward The Barn) and proceed to the circle before lining up.
- Cars must not block the entrances to Kirklin Clinic or Children's South and must not be backed up on Acton Road.
- Please do not circle around the church (from the Altadena Road entrance) to cut into the front carpool line.
- **If you arrive at school after 8:00 AM carpool is finished and there are no adults remaining outside on duty, you MUST park and walk your child(ren) into the building for check-in. Students are not allowed to walk in after 8:00 unattended. Please do not drop off your child(ren) and leave. If a student walks in alone after 8:00 am, we will call you to return and check your child into school.** While it may be an inconvenience for you to walk your child(ren) into the building for check-in if you are late, please be kind and patient to school staff members who are assisting you with the check-in process.

## **Afternoon Carpool**

### **Division Dismissal times:**

- 12:45- Half Day JK and K
- 2:20- Early Childhood Division (JK-2nd Grade)
- 3:00- Elementary Division (3rd-6th Grade)

### **Carpool Procedures for 12:45 and 2:20 Carpool**

- Students participating in our half-day Kindergarten classes will dismiss each day at 12:45. Please follow the protocol below.
- Carpool number(s) should be displayed on the rearview mirror when cars are in the carpool line.
- Students must be picked up in front of the school. Parents are encouraged to enter the campus from Acton Road. However, if parents choose to enter the campus from Altadena Road, they may not blend into the carpool line for pick-up. They must join the carpool line at the end by driving past the gym and down the hill to the Acton Road entrance.
- Please follow this traffic flow for the 2:20 carpool- As you come up onto the campus, 2:20 drivers should proceed up the hill and turn into Parking Lot A. You will notice that we have two carpool lines for 2:20 carpool. Line One will line up first and fill up to the sign so as to not block the entrance into Parking Lot A, then we will start Line Two, and they will line up closest to the curbside.
- The carpool line should flow smoothly. Cars in the pick-up should drive down to the front of the pickup line to the first-duty teacher. Please do not stop mid-way if you see your child- drive all the way down and we will get your child to walk down to you. This allows many students to be picked at one time.
- Students in first and second grades should be picked up at 2:20 unless they have a sibling or carpool member in the 3:00 dismissal. If parents need to pick up later than 2:20 and the student is not in a carpool with an older student (for the Delayed Carpool Service), the student must be registered for After School Care.
- When the carpool ends, any student who has not been picked up will be escorted to the After School Care (The Lion's Den). Generally, carpool lines finish about 20 minutes after they begin. Half-Day Kindergarten students who were not picked up in the 12:45 carpool line will need to be picked up in the school office. (After-school care is not available for half-day classes.)

## **Carpool Procedures for 3:00 Afternoon Carpool**

- We have TWO carpool lines/locations for the afternoon 3:00 carpool. Please be sure your child(ren) knows which line you will use each day.
- The large-sized carpool number card(s) should be displayed on the rearview mirror when cars are in the carpool line. **Please note that pocket-sized carpool cards may not be used in the carpool line.** If you do not have your large card for the carpool line, you will need to park and come into the Lion Lobby to check out your child(ren).
- At 3:00, students should consistently be picked up at either the front entrance or the gym entrance. The pick-up location should be confirmed with your child and teacher on the first day of school and should be consistent. **From 2:45 until 3:15, cars on Bissell Road should turn right at Briarwood Trace (toward The Barn) and proceed to the circle before lining up.** Cars must not block the entrances to Kirklin Clinic or Children's South and must not be backed up on Acton Road.
- Cars arriving before 2:20 to pick up students from the 2:50 carpool should wait in the carpool line on the Barn Road until the police officer on duty signals. When cars advance, they should pull down to the last loading station. This allows many students to be loaded at the same time.
- Please DO NOT block the entrance to Parking Lot A.
- Parents who pick up at the 3:00 side carpool are asked to exit on Altadena Road. Please do not circle around and mix into the front carpool line to exit on Acton Road. This slows down the front carpool line.
- Students with unusual riding arrangements (e.g., going home with a friend)-If your child has an unusual riding arrangement, please email their teacher with details stating the specific arrangement and the responsible adult and carpool number. We must have an email confirmation to allow any changes in the pickup.
- If an emergency circumstance arises during the school day that requires notification of a student about a change, parents may call or email the School Office **by 2:00 for 2:20 dismissal and by 2:40 for 3:00 dismissal.**
- **A student will not be called from the office for checkout between 2:40 and 3:00 unless the teacher and the office have been notified in advance.**

- When the carpool ends, any student who has not been picked up will be escorted to the After School Care (The Lion's Den). Generally, carpool lines finish about 20 minutes after they begin.

### **Important Reminder for ALL Carpool Lines**

- ***Please be patient during the first few weeks of school as we get back into the routine of the carpool line and new parents and students learn the procedures. You may experience longer and perhaps slower lines in the first few weeks of school. This usually resolves within a couple of weeks once everyone settles into the routine and procedures of carpool. Please take the time to read the carpool procedures to make sure you have an understanding of how the carpool lines will work. Thank you for your patience and assistance.***
- We have developed some instructional carpool videos to assist you with understanding our carpool lines. If you are new to BCS, we encourage you to watch these videos. Please be sure to share the carpool procedures and video link with others who may be dropping off or picking up your child. This includes grandparents, other relatives, babysitters, etc. It is important for everyone to know the procedures for each carpool line. Please click on the link to find a video for each carpool line. <https://vimeo.com/album/5339410> **\*\*PLEASE NOTE:** These are older videos that we have been unable to update. While some of the information the drivers share may have changed, the routes and general information demonstrated in each video remain the same. Please note: There is NO LONGER an 11:45 am carpool. Our earliest dismissal time is now at 12:45. The 11:45 video tutorial will show what to do for the 12:45 carpool line. The carpool runs the same, there is just a time change!
- In the past, we have mailed Carpool Cards to families. This year each family will pick up the cards on our Orientation/Open House day on August 14th.
- Returning Families: Please note that carpool cards from previous years may not be used for dismissal or carpool. While your carpool number from previous years remains the same, we assign a card of a new color each year for safety and security purposes. Thank you for understanding that we are unable to honor "homemade" cards or screenshots of carpool cards. The original card must be used. If you or the person assigned to pick up your child does not have a carpool card, dismissal can be done from the Lion Lobby with a valid driver's license. Students will only be dismissed to individuals on their pick-up list in FACTS/RENWEB or if we receive special permission from a parent via email.
- Information about our **shuttle bus service** was emailed to parents over the

summer. Please contact Mrs. Angie Mears at the Upper school with any questions regarding this service ([amears@bcsk12.org](mailto:amears@bcsk12.org)).