

BCS Lower School Carpool Information and Procedures 2025-2026

Over 800 students are part of our Early Childhood and Elementary programs, and their safety is a top priority. We also aim to be good neighbors to nearby medical facilities and responsible citizens on surrounding roads. Your help following these procedures is essential. We've created carpool [instruction videos](#) to assist you. Please watch and share them with anyone who may be dropping off or picking up your child (e.g., grandparents, babysitters, etc.). It's important that all drivers understand the correct procedures.

Each family will receive a carpool number for the 2025–2026 school year. These cards are required for afternoon pickup and for entry during inside dismissal.

- Returning families will keep the same number but must pick up **new color-coded cards**.
- Carpool Card pickup is Monday, August 11 during Open House in the Lion Lobby.
- If you can't attend, contact the school office to arrange card pickup.

Reminders:

- Use the large-sized card for the carpool line.
- Use either size card for indoor dismissal.
- Extra cards are available in the school office for a small fee.

Morning Carpool Information

We have **two morning carpool lines**. Please review the guidelines below to determine which line to use.

To reduce congestion during arrival, we ask that **all students be dropped off through carpool** rather than walked in. If you need to enter the building, park in **Lot A (front line)** or the **tunnel playground lot (side line)** and use the crosswalk with a duty teacher's assistance.

Carpool Reminders:

- **Pull all the way forward** to the last drop-off station before stopping.
- Have your child **ready to exit quickly** with bags in hand.
- Students should **wait for a staff member or Safety Patrol** to open the car door before exiting.
- If your child needs help exiting, **please park and assist** them. Do not stop and park along the carpool route—this blocks traffic and creates safety risks.

- **Staff and Safety Patrol are not allowed to lift or remove students** from vehicles. If your vehicle is too high for your child to exit independently, please park and walk them to the door.
- **Do not park along the perimeter road** to exit your vehicle during carpool—this is unsafe.

Early Drop-Off:

- Students arriving **between 7:00–7:30 AM** must go to the **gym** via the **side carpool line**.
- On **Thursday late-start mornings**, students arriving **between 7:00–7:50 AM** should go to the **gym lobby** (use the side line).
- **The Lion Lobby is not a drop-off area before 7:35 AM.**

Finally, for everyone’s safety, **please avoid using cell phones** during carpool.

Afternoon Carpool Information

Dismissal Times:

- 12:45 – Half-Day JK & K
- 2:20 – JK–2nd Grade
- 3:00 – 3rd–6th Grade

12:45 & 2:20 Carpool

- Display your carpool number on the rearview mirror.
 - Enter campus via Acton Road. If entering from Altadena, drive past the gym and down the hill to merge into the end of the line.
 - For 2:20 pickup, enter Lot A and follow staff direction to form two lines (Line 1 fills first, then Line 2).
 - Pull forward to the first duty teacher before stopping, even if you see your child.
 - JK–2nd graders must be picked up at 2:20 unless riding with a 3:00 carpool. Otherwise, they must be registered for After School Care.
 - Any student not picked up will be taken to The Lion’s Den (After School Care).
 - Half-day students not picked up at 12:45 must be retrieved from the front office.
-

3:00 Carpool (3rd–6th Grade)

- Choose Front or Gym (Side) pickup and inform your child and teacher. Stay consistent.
 - Use the large carpool card in the front windshield. Pocket cards are not valid for carpool.
 - No large card? Park and check out your child from the Lion Lobby.
 - From 2:45–3:15, Bissell Road traffic must turn right onto Briarwood Trace and loop at the circle.
 - Do not block Kirklin Clinic or Children’s South entrances or back up onto Acton Road.
 - Early arrivals for 3:00 pickup must wait on Barn Road until directed by a police officer.
 - Do not block Parking Lot A entrance.
 - Side carpool drivers must exit onto Altadena Road and not loop around to Acton Road.
-

Other Afternoon Carpool Reminders:

- For unusual pickup arrangements, email the teacher with the adult’s name and carpool number.
- For same-day emergencies, call or email the office by 2:00 (for 2:20 dismissal) or by 2:40 (for 3:00 dismissal).
- No early checkouts between 2:40–3:00 unless pre-approved by the teacher and office.
- Carpool lines typically finish about 20 minutes after they begin.

Additional Carpool Reminders

Please be patient during the first few weeks of school as students and families adjust to carpool routines. Lines may move more slowly at first but typically improve within a couple of weeks. Be sure to review the carpool procedures to help everything run smoothly.

Carpool Cards:

- Returning families will keep the same number, but new color-coded cards are required each year for security.
- Homemade cards or screenshots will not be accepted in the carpool line . If someone arrives without the official card, they will be directed to the Lion Lobby to check in with a valid ID.
- Students will only be released to individuals listed in FACTS/RenWeb or with written parent permission via email.

Shuttle Bus Information:

Details were emailed this summer. For questions, contact: Mr. Tyler May (tmay@bcsk12.org)