



BRIARGROVE ELEMENTARY

MORNING DROP-OFF & DISMISSAL PROCEDURES

Parents, students, and caregivers entrusted to transport your child(ren) to and from Briargrove are important partners with Briargrove staff, police and crossing guards to ensure safety for all involved. It is up to our staff, children, families, and driver designees of parents (relative, family member, caregiver, close friend) to honor the procedures each day. We can relate to stress, running late, or having a "rough morning". In these circumstances, we rely on our staff and families to model courtesy and respect in front of our children.

ROADRUNNER READY!

KNOW THE RULES!

Share Procedures with designees!
NO ENTRY IN CARPOOL WITHOUT TAG

Replacements in Main Office

QUICK EXIT!

Group belongings on passenger side with your child for a smooth exit!

BE NICE, EVEN ON ROUGH DAYS!

MODEL COURTESY TO STAFF, CROSSING GUARDS, & POLICE

PATIENCE for the UNEXPECTED!

Weather, Tech Issue

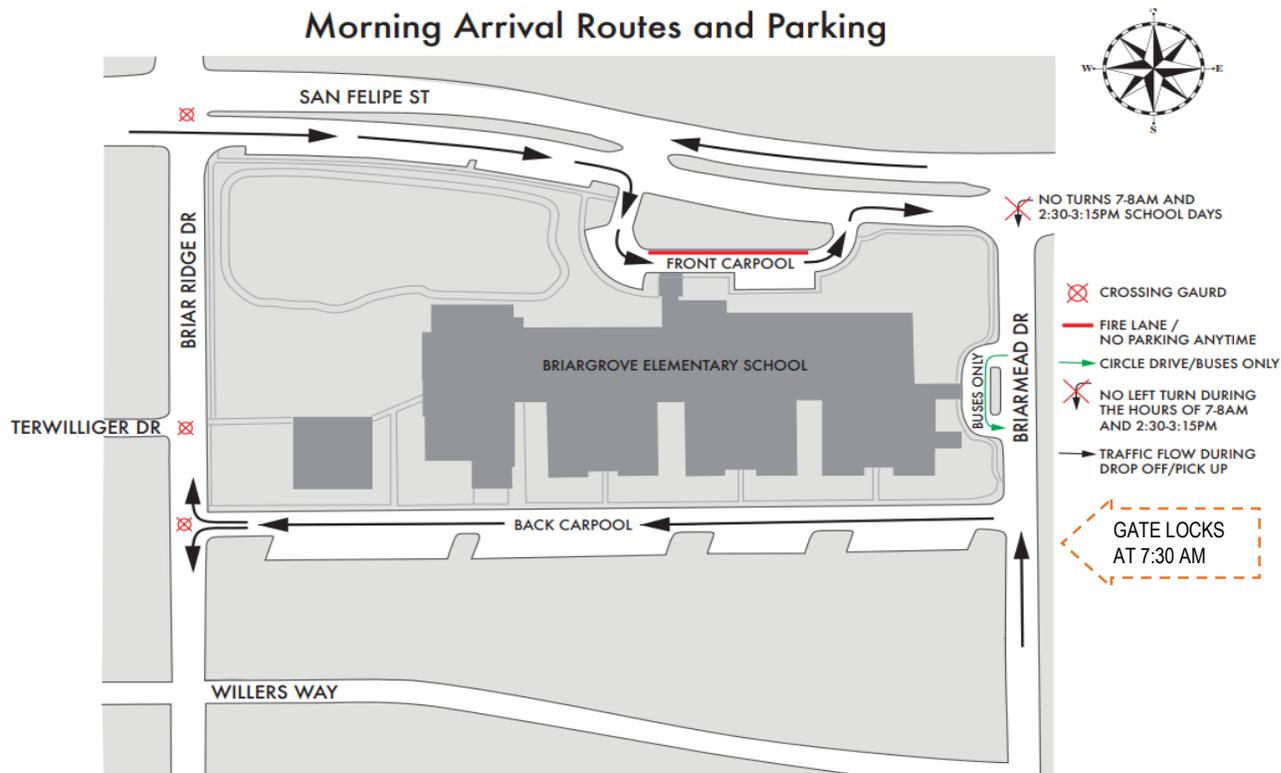
PLEASE BE ADVISED: Visitors who do not comply with procedures, demonstrate aggression, use profanity toward carpool personnel or violate procedures may be prohibited from utilizing the moving carpool lane.

Daily Instruction begins promptly at 7:30AM; therefore, students Morning Drop Off starts at 7:10 and ends at 7:30. For your convenience, we have 3 supervised locations for you to select from. In order to assist with carpool safety and efficiency, before the first day of school your student should be able to:

- Remove seat belt or car seat harness independently
- Open and close car door
- Please remain in your car

Carpool Expectations:

- **PARENTS/DRIVERS! NEVER GET OUT OF YOUR VEHICLE;** it not only stops the moving part of the carpool lane but puts you and your child at risk. In addition, it prevents the flow of the carpool lane which can
- Visitor parking in the front driveway is not accessible between 7:10-7:30 am.
- If you need to enter the building with your child during morning drop-off time, please utilize neighborhood side streets running east/west.
- Before entering the front or back carpool lanes, please ensure your student is ready to exit the passenger side of vehicle:
 - Backpack / Lunchbox in lap or on passenger side floorboard within reach
 - All school items secured in backpack
 - Jackets / sweaters either on or in hand
- Parents must always remain in vehicles. Staff are available to assist as needed.
- Rain or Shine, parents must pull ALL THE WAY forward and watch for directions from staff on duty.
- Once vehicle comes to a complete stop, instruct your student to exit the vehicle from the passenger/right hand side.
- Moving carpool lane is ONE LANE; Do not pass or pull around other vehicles.
- The front and back driveways are *fire lanes* and parking is not allowed at any time.



- No Cell Phone use at any time in carpool lanes or school zones; it is posted and enforced because we love your children and our staff!

Front Carpool Route:

- NEVER GET OUT OF YOUR VEHICLE IN THE MOVING CARPOOL LANE.
- Vehicles will enter front parking lot from San Felipe heading in either direction. Please watch for police officer directives.
- When exiting the front parking lot, only right hand turns onto San Felipe (heading east) are allowed. Please refrain from attempting to U-turn as this greatly hinders the flow of traffic on San Felipe as well as the flow of carpool traffic.
- Please refrain from using your cell phone in school zones, including in the carpool lane.

Back Carpool Route (Faculty & Staff Parking):

- Vehicles will enter back parking lot by heading north on Briar Mead Drive from Inwood and making a left-hand turn onto campus.
- Please plan your route accordingly and respect our community residents by not blocking driveways or intersections.
- When exiting back driveway, please obey all road signs, police officer on duty, and look for children walking.

Walker Gate:

- Parents electing to walk their student onto school grounds, you must legally park your car and walk your child through the walker gate on Briar Ridge.
- The walker gate will open at 7:10 am and will be locked at 7:30.
- Students arriving after 7:30, must enter through the front entrance.
- Parents who walk their children through the walker gate must remain outside the walker gate. Parents wishing to enter the building must report to the main office through the front doors on San Felipe.

Afternoon Dismissal Procedures

Student pick-up begins at 3:05 and ends at 3:20 p.m. Please make every effort to pickup your student on time; staff are not available to supervise after school ends.

Walker Gate:

PARENT BEHAVIOR EXPECTATIONS:

1. Parents are required to have the correct CARPOOL Hang Tag in hand as they line up in single file
2. PARENTS ARE REQUIRED TO REMAIN IN THEIR DESIGNATED GRADE LEVEL LINE UNTIL THEIR CHILD EXITS THE building.
3. School personnel will call for students in the order they are received.
4. Students are not allowed to play on the playground or wait in another area.

Rules for Independent Walkers

- All independent walkers must have a parent permission slip on file and a BGE issued independent walker tag in order to be released to walk home independently.
- Cross streets with the crossing guard.
- Exit the gate no later than 3:20PM
- Cross streets at the corner after making sure conditions are safe.
- Walk on sidewalks and walk directly home. Students should not wait at corners to be picked up. Parents whose students are independent walkers are giving their children permission to walk directly home; not to wait for their ride in the neighborhood or on adjacent streets.
- Do not talk to strangers - do not accept rides with strangers.
- Always follow a planned, direct route to your destination.

Bike Riders

- All bicycle riders must wear protective headgear.
- Walk your bike across major intersections with the crossing guard.
- Bicycles must be walked on campus.
- Bicycles must be parked and locked each day in the bike rack located near the main entrance of the school or the walker gate entrance

Carpool (please note, your carpool tag dictates where you will pick-up)

All parents received a carpool tag. All cars entering the carpool lane **must** have the tag displayed in the top right-hand corner of the front windshield; this enables staff to call your child's number in a timely manner.

- We ask that children memorize their carpool number as school staff will call out this number (rather than the child's name) to alert your child that his/her ride has arrived.
- Cars without a Briar Grove issued carpool tag or not displayed properly, will be asked to park, and enter the building to sign their child out, no exceptions.

Front Carpool Route (Carpool Tags that **start with L through Z**)

- Parents arriving from the west (Briar Ridge) form a single line down San Felipe Street.
- Parents arriving from the east (Potomac) form a single-file line heading west.
- The police officer will signal to let you know when to turn into the front driveway.
- The line begins to form approximately 15 minutes before dismissal time.
- Turning right onto Briarstead from San Felipe is not allowed; please obey times on posted signs.

Back Carpool Route (Carpool Tags that **start with A through K**)

- All back carpool cars form a single line heading north on Briarstead.
- Do not skip the line by making an illegal turn from San Felipe or by cutting through on Willers Way or Briar Rose.
- Skipping the line is inconsiderate of those who have been waiting.



- The line begins to form approximately 15 minutes before dismissal time.

As a courtesy to your fellow Briargrove parents and to ensure our children's safety in front and back carpool, once again please:

- Drivers must always remain in vehicle, including when your child is entering or exiting the vehicle.
- Our faculty and staff are available to assist students as needed.
- Follow the directions of the staff to move your car as far forward in line as possible before your child enters or exits the car.
- Please be courteous of all parents, teachers, staff members, and students by refraining from honking and yelling at others. We are in this together!

If you have comments or solutions about our carpool process, please contact Elizabeth.Yolland@houstonisd.org

Thank you for your continued support of Briargrove Elementary!

