2026-2027

Carpool Procedures

Parents ***are not* allowed to drop off children in the carpool area or the front of the school **before 7:00 a.m**. and ***without adult supervision.*** **

Drop Off Procedures:

- Parents may drop their child off in the carpool area (previous bus loading area) between **7:00 a.m. to 7:20 a.m**.
- Drop off your child at the designated drop-off areas (5 cars will unload at a time)

Unloading

- Gather all belongings and be prepared to unload (shirts tucked in)
- *Students will unload on the **right side** of the vehicle **(SAFETY FIRST)**
- Students report directly to their homeroom class
- Gates will be closed at **7:20 a.m.**

Office Morning Check In

- Students, who arrive after 7:25 a.m., should report to the front office to check in.
- Students are late after 7:30 a.m.
- Parents must bring students into the office and sign them in.
- When dropping off students at the front office, ***do not block the front entryway.*** Park in a visitor's parking spot or the parking lot to the side of the school.

Pick-Up Procedures: (No office check-outs after 2:00 p.m)

- Carpool Begins at 2:40 p.m. for all grade levels.
- All students must be picked up between 2:40 p.m. and 3:00 p.m.
- Students who remain on campus after 3:00 will be escorted to the front office to contact their parents or guardians.
- Habitual late pick-ups will be reported to the TPSS Student Services Department to conduct a home visit and/or the Tickfaw Police Department.

Safety First:

- *If you know your child is sick, please keep them at home.*
- *Notify the front office and homeroom teacher in **writing** if your child's mode of transportation will change before **(24-hour notice or before 2:00 p.m.)** Bus drivers will not allow students who do not have a Special Transportation Request Approval to load their bus.*

*****Special Note*****

*We ask for your cooperation at all times by adhering to the carpool procedures. If you **do not** have a **carpool tag,** you will be **REQUIRED** to drive to the front office to verify guardian credentials before your child will be released. Carpool tags will be given to parents at Meet and Greet and on the First Day of School.*