CAMPUS CARPOOL PROCEDURES

These carpool procedures have been designed to facilitate movement throughout campus in a safe, secure way. Please read through this information carefully as this process will affect roadways on our campus each day from 7:45 AM–8:30 AM and from 2:30 PM–3:30 PM. To help prevent frustration, please make yourself aware of any roadways/entrances/exits that will be blocked off for carpool.

CARPOOL NUMBERS

Students in grades Beginners-5th will be assigned carpool numbers. Students will only be allowed to leave with approved drivers who have the Brookstone carpool number. Returning students will keep the same numbers as last year.

FAMILY CARPOOLS

Each new family will be assigned and receive one window decal and two printed cards with their carpool number. If you need additional cards, you may make copies of the printed card.

This number should be displayed in the right side (passenger side) of the dashboard. Please help your children learn their number. Help children understand that when their number is called, it is their cue that their ride is there.

We are extremely cautious with our procedures, but parents can help children better understand the process by explaining it to them.

CHANGES IN CARPOOL NEEDS

In Preschool, notify your child's teacher and the Preschool office regarding any variations in carpool plans by 10:00 AM.

For Lower and Intermediate Schools, please notify the division office by 1:00 PM.

We understand there may be circumstances when this is not possible, but it is helpful for the teachers/division office to know with as much notice as possible.

FURTHER SAFETY PRECAUTIONS

- Do not speed on campus.
- Do not use your cell phone while participating in carpool.
- Do not leave your car once you are in line.
- No parking will be allowed in the carpool lanes between 2:30 PM and 3:30 PM
- If you are picking up students from the Lower/Intermediate Schools as well as from Middle School, please wait to arrive for Lower School pick up at 3:10 PM.
- All students MUST enter and exit their cars on the passenger side of the vehicle.
- Please arrange all safety seats and car seats so that students can easily exit on the passenger side.
- It is a danger to both the student and the teachers assigned to carpool to take students out on the driver side.



DROP OFF & PICK UP PROCEDURES

DROP OFF PROCEDURES

BEGINNERS & PRESCHOOL

- Beginners & PreK regular drop off begins at 7:45 AM.
- An early drop off at 7:30 AM may be prearranged with the Head of Preschool.
- Preschool arrivals will use the River Road entrance.
- Cars pull through to the portico.
- Students will be helped from the car by Brookstone faculty members.
- All students should be ready to get out of the vehicle upon stopping.
- Children will be escorted to classrooms by Brookstone faculty members.
- Carpool will end at 8:00 AM. If you are running late, please park and escort your child into the building.
- Only students and faculty may enter the building during carpool.

LOWER & INTERMEDIATE SCHOOL

- K-3rd grade regular schedule drop off may begin at 7:45 AM.
- An early drop off at 7:30 AM may be prearranged with the Head of Lower School.
- 4th and 5th grade regular schedule drop off may begin at 7:45 AM.
- All traffic for Lower and Intermediate school carpool will enter using the west entrance to campus.
- Traffic for Middle or Upper School may also use this entrance and stay in the left lane to avoid delay from LS and IS carpool.
- Cars pull through to the stop sign.
- If you are in the LS traffic route and find that your car is blocking cars behind you from proceeding down the Intermediate School traffic route, it is imperative that you proceed down toward the Intermediate School as an alternate way to approach the LS drop-off area.
- Carpool will end at 8:00 AM. If there is no adult in the carpool area, please park and walk to the Lower School office; someone will come to assist you.

MIDDLE & UPPER SCHOOL

- Traffic for Middle School or Upper School may use both the east and west entrances for morning drop-off.
- You may prefer to use the east entrance to avoid Lower School and Intermediate School carpool traffic.
- Student drivers may park in the Upper School parking lot.
- Middle School students may be dropped off in front of the Middle School starting at 8:00 AM. If a student needs to arrive before 8:00 AM, please contact the Head of Middle School.

PICK UP PROCEDURES

BEGINNERS & PRESCHOOL

- Beginners -You may begin lining up for carpool at 11:30 AM. Carpool will begin at 11:55 AM
- PreK - You may begin lining up for carpool at 2:00 PM. Carpool will begin at 2:30 PM
- Children will remain in rooms and be escorted to cars by Brookstone faculty members.
- If your child will be staying for Brookstone Extended, you will need to inform the child's teacher and bextended@brookstoneschool.org before 10:00 AM.
- Please notify the Preschool Administrative Assistant and your child's teacher of changes in carpool arrangements via email no later than 10:00 AM.
- In the event of an unforeseen change after 10:00 AM, please call the Preschool Administrative Assistant at 706-324-1392 ext. 1211.

DROP OFF & PICK UP PROCEDURES

DROP OFF PROCEDURES

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- An early drop off at 7:30 AM may be prearranged with the Head of Preschool.
- Preschool arrivals will use the River Road entrance.
- Cars pull through to the portico.
- Students will be helped from the car by Brookstone faculty members.
- All students should be ready to get out of the vehicle upon stopping.
- Children will be escorted to classrooms by Brookstone faculty members.
- Carpool will end at 8:00 AM. If you are running late, please park and escort your child into the building.
- Only students and faculty may enter the building during carpool.

LOWER & INTERMEDIATE SCHOOL

- K-3rd grade regular schedule drop off may begin at 7:45 AM.
- An early drop off at 7:30 AM may be prearranged with the Head of Lower School.
- 4th and 5th grade regular schedule drop off may begin at 7:45 AM.
- All traffic for Lower and Intermediate school carpool will enter using the west entrance to campus.
- Traffic for Middle or Upper School may also use this entrance and stay in the left lane to avoid delay from LS and IS carpool.
- Cars pull through to the stop sign.
- If you are in the LS traffic route and find that your car is blocking cars behind you from proceeding down the Intermediate School traffic route, it is imperative that you proceed down toward the Intermediate School as an alternate way to approach the LS drop-off area.
- Carpool will end at 8:00 AM. If there is no adult in the carpool area, please park and walk to the Lower School office; someone will come to assist you.

MIDDLE & UPPER SCHOOL

- Traffic for Middle School or Upper School may use both the east and west entrances for morning drop-off.
- You may prefer to use the east entrance to avoid Lower School and Intermediate School carpool traffic.
- Student drivers may park in the Upper School parking lot.
- Middle School students may be dropped off in front of the Middle School starting at 8:00 AM. If a student needs to arrive before 8:00 AM, please contact the Head of Middle School.

PICK UP PROCEDURES

BEGINNERS & PRESCHOOL

- Beginners -You may begin lining up for carpool at 11:30 AM. Carpool will begin at 11:55 AM
- PreK - You may begin lining up for carpool at 2:00 PM. Carpool will begin at 2:30 PM
- Children will remain in rooms and be escorted to cars by Brookstone faculty members.
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- Please notify the Preschool Administrative Assistant and your child's teacher of changes in carpool arrangements via email no later than 10:00 AM.
- In the event of an unforeseen change after 10:00 AM, please call the Preschool Administrative Assistant at 706-324-1392 ext. 1211.

LOWER & INTERMEDIATE SCHOOL

• All traffic for Lower and Intermediate School carpools will enter using the west entrance.

• You may begin lining up for carpool at 2:30 PM. Carpool will begin at 3:00 PM.

• Cars pull through in a double line from the west entrance beside the Intermediate School and into the loading area. Please proceed as directed by the staff members on duty.

• In a double line, seven cars in each lane will be stopped in the loading area. Faculty members will bring your child(ren) to your car.

• Once all fourteen cars are loaded, they will be released one lane at a time to allow for both lanes to merge into one lane to exit through the east entrance.

• If all of the children in your carpool are not in the child-waiting area for any reason, there will be four spots for waiting directly in front of the loading area to the right along the curb/ sidewalk

MIDDLE & UPPER SCHOOL

• Traffic for Middle or Upper School may use both the east and west entrances for pick up.

• You may prefer to use the east entrance to avoid Lower and Intermediate School traffic.

• Middle School students may be picked up in front of the Middle School by 3:45 PM.

• Upper School students may be picked up in front of the Upper School or in the carline by the side entrance of the Upper School adjacent to the parking lot.

CARPOOL MAP

- PRIMARY CARPOOL PATH
- PRESCHOOL CARPOOL
- INTERMEDIATE SCHOOL CARPOOL
- LOWER SCHOOL CARPOOL
- UPPER SCHOOL CARPOOL
- MIDDLE SCHOOL CARPOOL



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