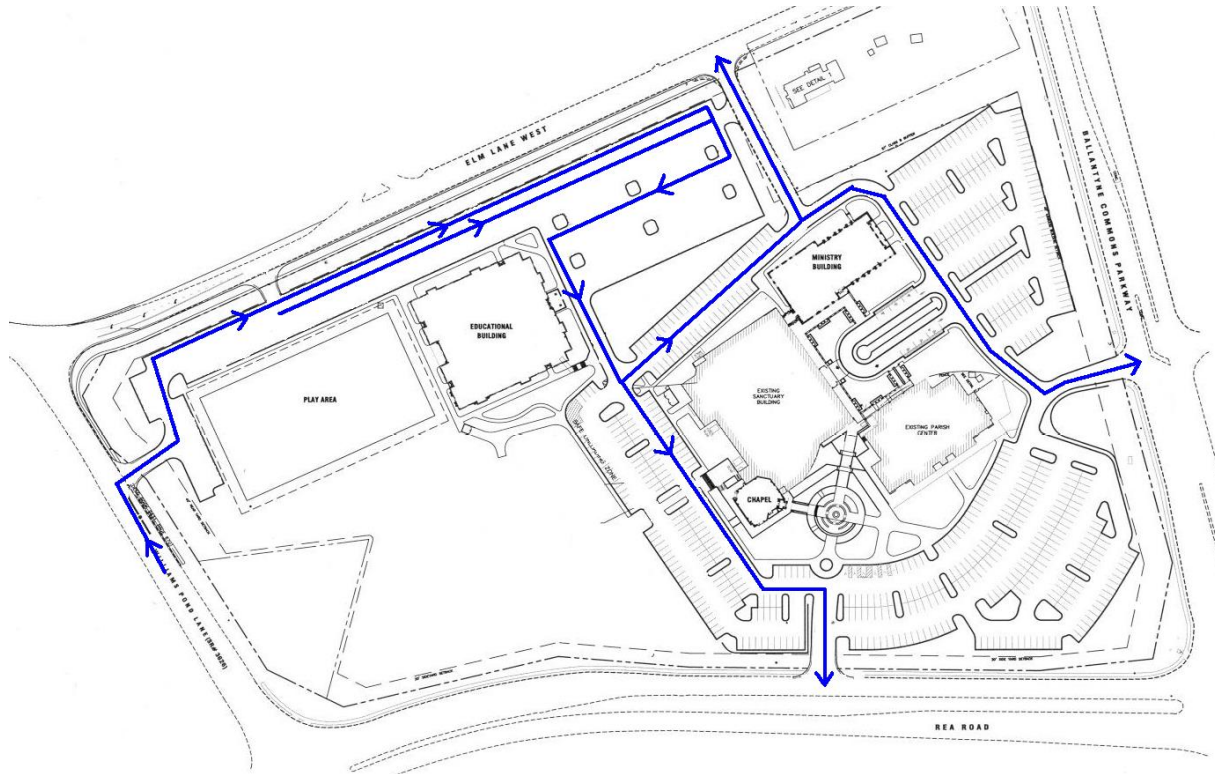




CARPOOL PROCEDURES

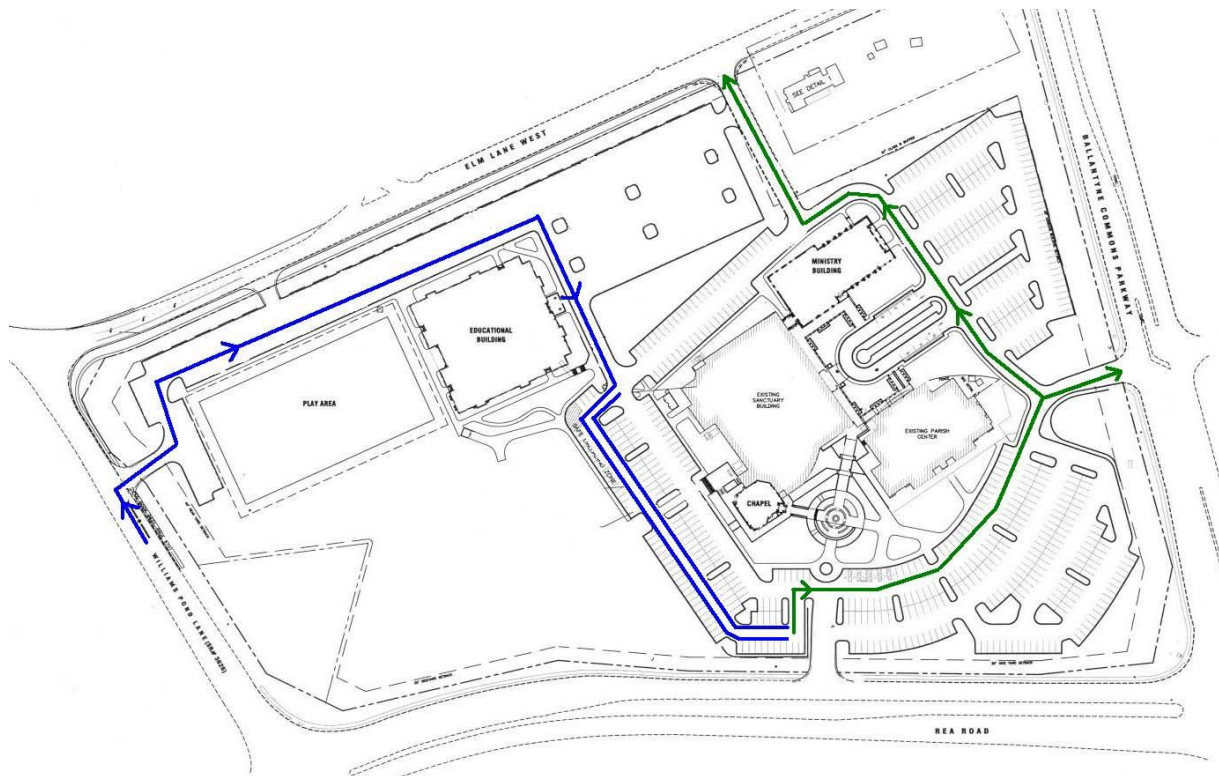
MORNING CARPOOL

7:00am–7:45am



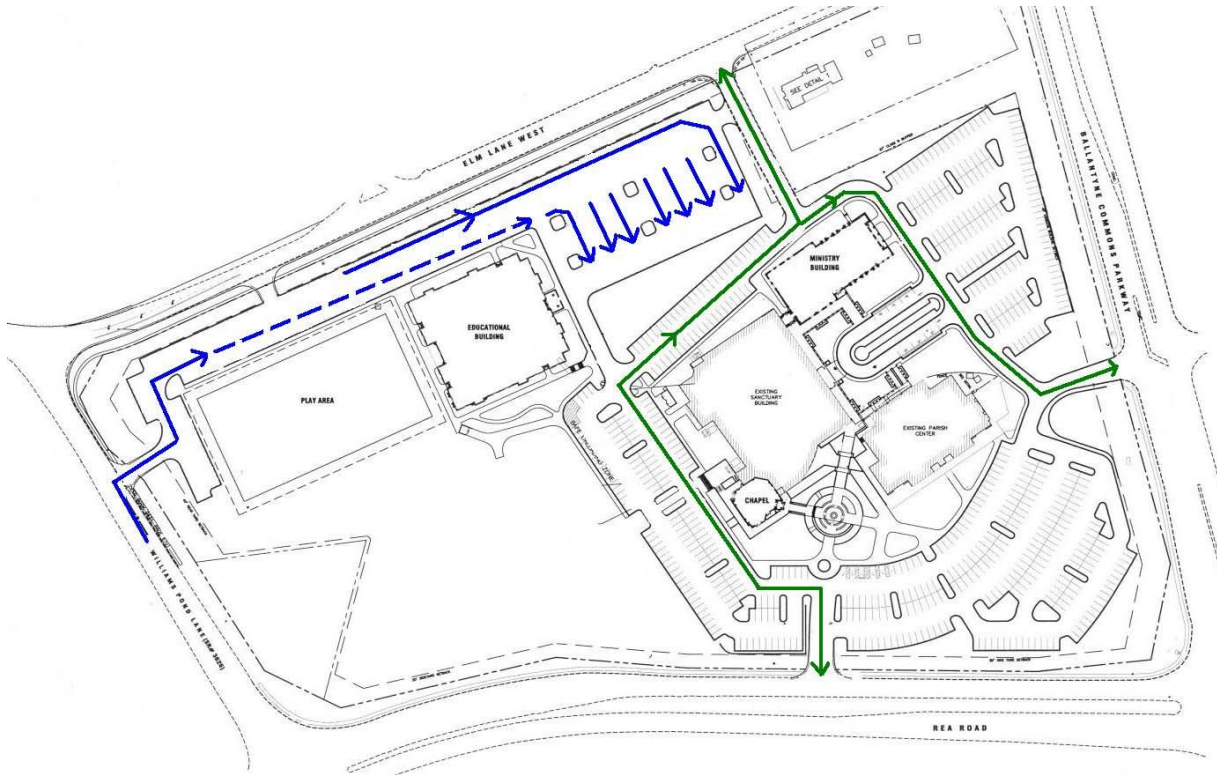
- **All cars enter the school property from Williams Pond Lane, heading towards Elm Lane so that a right turn must be made.**
- Proceed along the Elm Lane side of the building. When traffic begins to get heavy, form two lines up to the point where the line bends before converging to a single line. Please follow the directions of the carpool personnel.
- At the sidewalk, the safety patrol will help students by opening the car door and assisting them as they get out of the car. Please have children ready to exit your car with their belongings and appropriate good-bye's taken care of. Also, children should not exit the car unless a safety patrol has arrived at your car. An exception to this rule is if you arrive before 7:15 when the safety patrol is not yet outside.
- Proceed down the hill toward the church. You may then turn left to exit onto Elm Lane, Ballantyne Commons Parkway, or head straight ahead to Rea Road.
- Students enter through the main entrance.
- If you need to park in the morning, parking is available **in front of the school**. Please cross at the crosswalk in front of the main entrance. Watch for carpool personnel to direct you.
- **After the safety patrol leaves at 7:45, walk your children in and sign them in.**

AFTERNOON CARPOOL – 2:30 Carpool
(CARPOOLS WITH ONLY TK, K and 1ST GRADE)



- **All cars enter the school property from Williams Pond Lane, heading towards Elm Lane so that a right turn must be made.**
- If you are in this carpool, you do not have to arrive before 2:15., **but please arrive no later than 2:27.** If you do not, you will pick up your children during the 2:45 carpool.
- The first car will pull around to the front of the building down the slope and head right towards the dumpster, following the path, stopping by the Rea Road entrance.
- Form the first lane to the right-hand side. Once that lane reaches the sidewalk at the end of the slope by the school, form a second line on the left-hand side.
- Once you are parked, turn off your car and gather by the front door of the school to pick up your child. Faculty members will escort the children to you in the front of the building. **NO CARS ARE ALLOWED TO MOVE UNTIL ALL PEOPLE ARE OUT OF THE PARKING LOT AND CAR DOORS ARE CLOSED.**
- A single whistle will blow to signify that we will be dismissing cars in the next few minutes. If the first whistle blows and you still have not found all your children, **DON'T PANIC.** Notify a carpool assistant. We will locate the child before we move any cars.
- Once the area is clear, two whistles will be blown. This signifies that we are dismissing cars. After this, no one (parents or students) will be allowed off the curb or out of their cars. Someone will signal traffic to begin moving after the two whistles. Traffic will be dismissed by lanes, beginning with the first lane formed on the right-hand side.
- You may exit onto Ballantyne Commons Parkway or Elm Lane. You may not exit onto Rea Road directly from the parking lot.
- **PLEASE BE ALERT AND FOLLOW THE INSTRUCTIONS OF THE CARPOOL ASSISTANTS.**

AFTERNOON CARPOOL—2:45 Carpool
(ANY CARPOOL WITH 2ND, 3RD, 4TH, OR 5TH GRADES)



- Plan to arrive at school at 2:35. **All cars enter the school property from Williams Pond Lane, heading towards Elm Lane so that a right turn must be made.**
- The first car will pull around to the front of the building to the right and start a line next to the first “tree island.” The lane closest to the school is reserved for our winners from “St. Matthew Saturday Night.” Everyone else will follow the car ahead of it. When the car ahead of you reaches the end of the “tree island” (4 cars deep), please begin the next lane.
- The last line will extend along the fence that runs parallel to Elm Lane and stretch all the way back towards the gym entrance.
- New lanes will form next to the lane that runs along the fence.
- Once you are parked, turn off your car and gather by the front door of the school to pick up your child. Faculty members will escort the children to the front door. **NO CARS ARE ALLOWED TO MOVE UNTIL ALL PEOPLE ARE OUT OF THE PARKING LOT AND CAR DOORS ARE CLOSED.**
- **If you arrive after 2:45, you will be instructed to wait in the area by the fire hydrant by the gym. You will need to wait for all of the cars to be dismissed before you will be allowed to pick up your child.**
- **PLEASE REMEMBER** this is not a parent/teacher conference time. If you need to speak to a teacher, please schedule an appointment.
- The same one and two whistle signals described in the 2:30 carpool will be used to indicate when traffic is to begin moving and when no one can move off the curb.

AND ANOTHER THING...

1. **DO NOT PARK IN ANOTHER AREA ON THE PARISH CAMPUS IN ORDER TO PICK UP OR DROP OFF YOUR CHILD.** These spots are reserved for those who are conducting business with the parish. We ask that you wait in the lines with the other carpools.
2. **YOUNGER SIBLINGS.** Keep an eye on them. We have had them dart out between cars, hide behind cars and get out of cars unexpectedly. We need to keep everyone -parents, students, and siblings -safe. Please make sure they do not go in the building.
3. **TURN OFF YOUR CAR.** If you get out of your car, turn it off. If a car is running and the driver isn't there, anything can happen.
4. **SCHOOL VOLUNTEERS & EARLY ARRIVALS.** If you are volunteering or arrive early for the 2:30 carpool to attend to some quick school business (drop something off at the office, etc.), park in the carpool lanes. Do not park in the regular spaces.
5. **MISSING CHILDREN.** If for any reason your child will not be going home with his/her regular carpool (after school activities, went home sick, going home with a friend, etc.) please be sure to contact your carpool. This will avoid unnecessary panic over a missing child.
6. **BE A FOLLOWER.** Follow the car ahead of you as we are filling up the lanes. Don't try to get a "better" spot. When one car breaks the routine, others follow, chaos ensues, and you get out later, not sooner.
7. **EARLY PICK UP.** You may not sign out your child after 2:00. Dismissing a child after 2:00 causes a disruption to the end-of-the day routines of the classes. If you are picking up your child before 2:00 (due to a doctor's appointment, sickness, etc.) park in the visitor parking area (spaces in the school lot closest to the church). This way you will not be blocked in by the carpool.
8. **AFTER-SCHOOL APPOINTMENTS.** If you need to leave campus as early as possible for an after school appointment, you may pick up a parking pass from the office and park in the visitor parking area. Please display the pass in your window so that the carpool assistants know you have permission to leave early. They will direct you out of the lot.
9. **SUBSTITUTE DRIVERS.** We love dads, grandparents, and relatives but please try very hard to explain the carpool procedure to them before they fill in for you. This helps reduce the chance of accidents.
10. **KEEP PETS IN VEHICLES...PLEASE.** Please do not let any pets out of the car. There are children, staff and parents who are uncomfortable around animals. This also poses a safety risk.
11. **RETURNING.** If the second whistle has blown, and all members of your carpool have not loaded because a student is still in the school, please leave with carpool and re-enter the school grounds through Williams Pond Lane. The "missing person" will be supervised until you return.

We ask that the children not return to the school to retrieve missing items. Students are encouraged by their teachers to practice good habits and to check that they have all items before they leave school for the day.
12. **KEEP IT MOVING.** Once children have been dismissed, please finish your socializing, find your children and get to your car as quickly as possible. We need to finish carpool as quickly as possible as teachers and staff often have obligations afterwards.

THANK YOU FOR YOUR COOPERATION, PATIENCE, AND HELP ---WITH EVERYONE WORKING TOGETHER, WE WILL HAVE A SAFE AND EFFICIENT CARPOOL SYSTEM.