



CARPOOL GUIDELINES

MORNING - Please **ENTER ONLY** at the lower parking (west) lot entrance closest to the playground. The upper (east) entrance by the office is **EXIT ONLY** until 8:15. Drive around the back of the school to drop off at the front office doors. **Please pull up as far as you can along the covered porch area before dropping your child off.** This will help keep the line moving. If your child needs your help getting out of the car please pull all the way up *past* the covered porch or park your car in the lot.

If you want to accompany your child/ren into the building, please park your car and sign in at the office. Doors by the playground are for bus use only.

To **EXIT**, please follow the traffic arrows, down and around to the upper (east) entrance. Only right turns are allowed out of that exit.

AFTERNOON - Please **ENTER ONLY** at the lower (west) parking lot entrance. The upper (east) entrance is **EXIT and right turns ONLY** until 3:15.

To ensure efficiency and safety in the pickup process **all** cars must have name tags displayed in the window (these will be provided during drop in or sent home the first day of school.) You are free to make copies if you need more. After the first day, if you do not have a sign in your window you will be asked to park and come to the office.

*There are two car lines, the first one for the gym door pick up and the second one for the front door pick up.

PreK – 1st grade students *and* their older siblings will be picked up along the covered front porch by the office entrance.

2nd-8th grade students will be picked up at the back gym doors.

If children are being picked up by anyone other than the usual parent / guardian, please let the office know.

****For safety please load/ unload children from the passenger side of the vehicle!****