

# ELEMENTARY CARPOOL PROTOCOLS

## Elementary Arrival

Carpool students should not arrive before 7:55 am (unless being dropped off at Before School Care). All elementary families must use the carpool lane (PINK ARROWS), unless given special principal permission.

- Please form two lanes until you reach the merging point (ORANGE LINE). At this point, kindly merge into one lane.
- Students must unload as soon as their car reaches the drop-off zone (PINK RECTANGLE).  
**Parents should not get out of their car.** Students are expected to open their own car door and hop out with their belongings without staff assistance.
- Do not drive out around unloading vehicles if your child is already out of the car. Wait until all cars pull forward.
- Our doors close at 8:10. Families arriving after 8:10 must check in with their child at the office.

## Elementary Dismissal

Elementary students are dismissed at 3:00pm. Please form two lanes the entire way through the carpool lane.

- Please have your numbered car tag hanging/visible for our car tag readers. Please keep it hanging until you leave the campus.
- Numbered car tags are required for student pick up. If you do not have a car tag, you may be asked for ID or be asked to exit the carpool line and check in at the front office. If you need more car tags, please contact the elementary office.
- If anyone other than a parent will be picking their child up from school, please update the child's dismissal plan with the person's name, and provide that person with your car tag or car tag number.
- If you have both elementary AND middle/high school students, please pick up your elementary students first, then pull around and park in the MS/HS school pickup lot. (YELLOW RECTANGLE)
- If your child is not picked up by 3:15 they will be sent to After School Care if it is available (ASC), and your FACTS account will be billed. If your child is not registered for ASC, they will be billed the "late fee" rate.
- When school is dismissed early, the same procedures will apply.

