

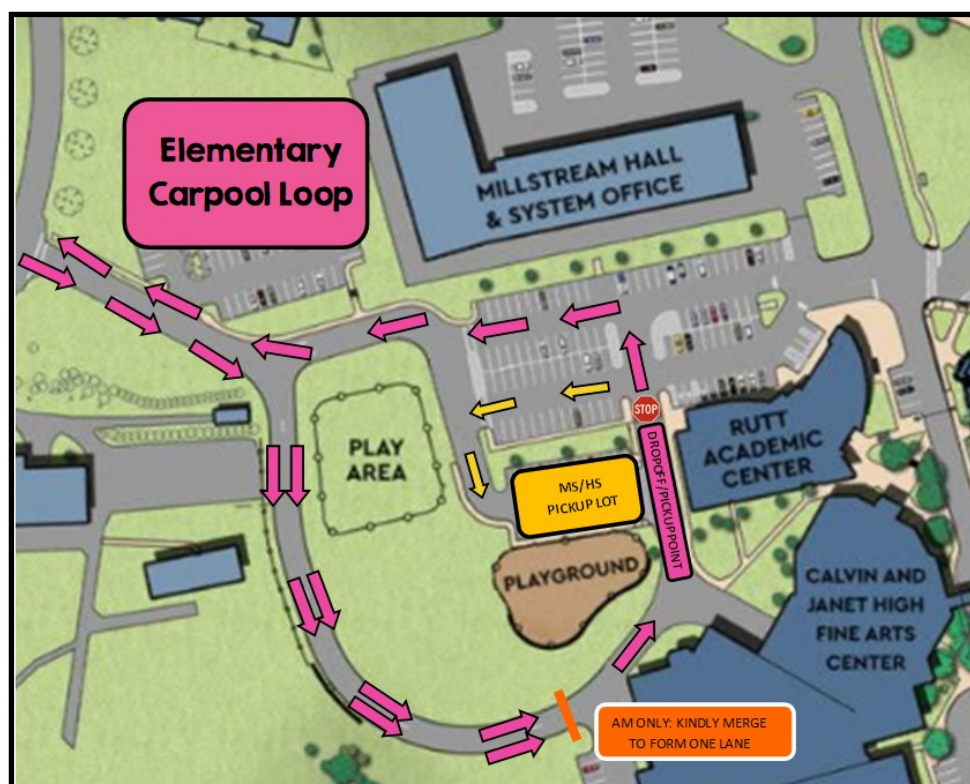
ELEMENTARY CARPOOL PROTOCOLS

MORNING DROP-OFF (7:55-8:10)

- All elementary families must use the carpool lane (**PINK ARROWS**), unless given special principal permission. The principal will add a sticker to your carpool tag if you have permission to park somewhere else. Please contact the principal to discuss whether an exception is right for you.
- Please form two lanes until you reach the merging point (**ORANGE LINE**). At this point, kindly merge into one lane.
- As soon as your car reaches the drop-off zone (**PINK RECTANGLE**), please have students unload. Parents should not get out of their car. Please do not wait for a staff member to open the car door. Have your child practice unbuckling and having their backpack ready.
- Do not drive 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.

AFTERNOON PICK-UP (3:00-3:15)

- Please form two lanes the entire way through the carpool lane.
- Please have your PickUp Patrol car tag hanging/visible for our car tag readers. Please keep it hanging until you leave the campus.
- **PickUp Patrol 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 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, and your FACTS account will be billed.



BEFORE & AFTER SCHOOL CARE

Location: Multipurpose room beside Millstream Hall

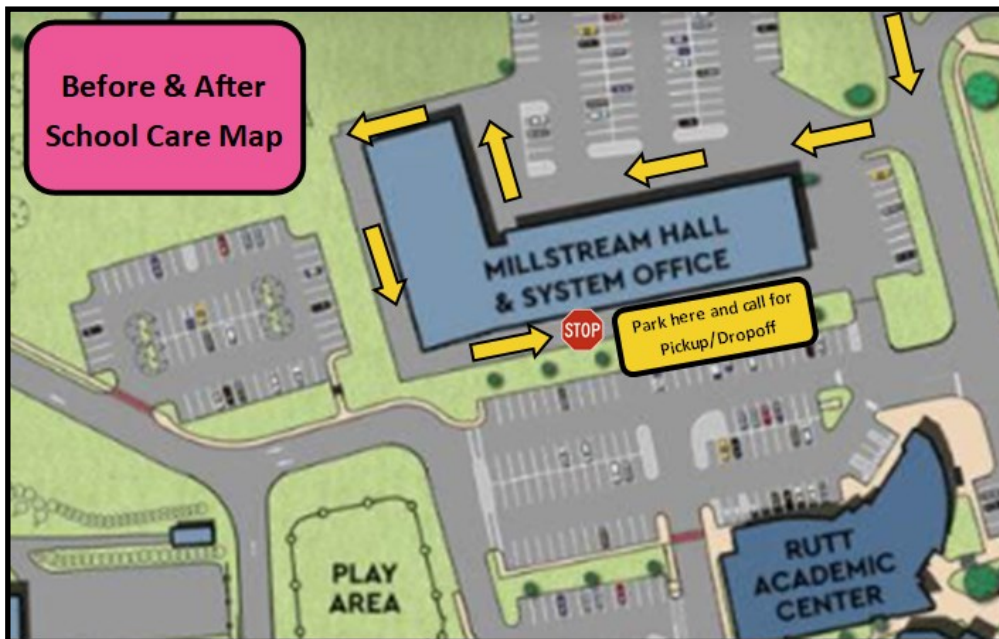
Cost: The cost for this program is **\$7.70 per hour**. You will be billed monthly via your FACTS account. If you have outstanding charges that are not paid, you may not be permitted to use the program until the charges are paid.

BEFORE SCHOOL CARE (7:00AM-7:55AM)

- There is no before school care when we have a weather delay.

AFTER SCHOOL CARE (2:50PM-5:00PM)

- There is no after school care when dismissed early for scheduled early dismissals or inclement weather.
- The After School Care program ends promptly at 5:00pm. After 5:00pm, a late charge of **\$0.50** per minute will be added to your bill. Student who are habitually picked up late may be at risk for losing their spot in the program.



This program is currently available for all LM students enrolled in PreK-4th grade.



- A registration form is required for all students participating in this program. Scan the QR code to register. If the number of available slots fill up, priority will be given to full-time, then part-time spots.
- **The Before and After School Care program is dependent upon staffing. If a supervisor role becomes vacant and cannot be filled, the programs may offer reduced care or be cancelled. The school will communicate any changes as far in advance as possible.**
- Students may participate on a drop-in basis **with** prior notification from parents. If no Registration Form has been previously submitted, you will be sent an email with the link to this form to complete and submit. Changes to a student's dismissal plan should be done through the Pickup Patrol app.