

# 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 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.

## 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. If your child is not registered for ASC, they may be billed the “late fee” rate. (\$1.00 per minute)

