

Carpool Guidelines

Please take a minute to read through all the guidelines at least once. There are distinct instructions for the following categories:

1. Parents with children in grade kindergarten through grade six
2. Parents with children in grade seven through twelve
3. Student drivers
4. Parents with children in both the Upper and Lower Schools should follow procedures for Lower School, i.e. youngest rider in the car.

We encourage you to do a “dry run” before school begins.

Drop-off hours begin at 7:30 am – please do not drop off before that time. There is no supervision for students arriving before 7:30 am. Lower School students dropped off between 7:30 – 7:50 am MUST report to the cafeteria.

Pick-up hours begin at 3:00 pm – please do not arrive earlier than 2:50 pm. To avoid confusion, parents should not enter the Lower School hallway if picking up in the building. Those students will be dismissed at the double doors by the Library.

The carpool procedures exist to minimize risk to students. **Please follow all directions carefully to limit the potential for serious injury.** Call our office if you have any questions 380-9192.

1. **Only drop-off and pick-up at designated locations please!** Due to safety concerns, do not improvise. Please **DO NOT** drop off ANY students at the back doors!
2. There are designated parking locations for those wishing to enter the building to pick up children. Please use these and avoid parking elsewhere – DO NOT park directly in front of the main building.
3. The carpool line is **for the sole purpose of dropping off or picking up** your children quickly and safely. Avoid conversations with others while in the carpool line and other distractions. Please do not walk up to the carline or carline doors. Children are only dismissed to parents who walk in at the double doors by the library.
4. All conversation between driver and carpool assistant should be limited to issues involving entry or exit of the vehicle ONLY – resist the temptations to discuss school at that time. Appointments with teachers and faculty should be prearranged at times other than dismissal.
5. There should be no cell phone use in the carpool line. Cell phone use during drop-off and pick-up is considered a safety issue. If your car is running, you should not be on a cell phone.
6. If your child/carpool group is not available when you are at the pick-up station, you must exit the carpool line and park in designated areas to wait - see map.
7. If you must enter the school building during dismissal time, 2:45-3:15, you must park **in the front parking lot facing the playground – see map** and enter the front entrance. Do not park directly in front of the main building.
8. Please keep all passengers secured in seat belts while in the carline. Unbuckled children can be a distraction to drivers and could be injured in case of a sudden stop.
9. Please refer to the Student/Parent Handbook for the After School Late Pick-Up and Supervision Policy.
10. Please refer to the Student/Parent Handbook for the policy on Student Drivers regarding US students who drive carpools with LS siblings
11. Parents who routinely disregard carpool guidelines will be asked to pick up their carpool at the office.