

Carpool – Pick Up

Note: As the year progresses, some parents customize their drop off and pick up options. Because this is a safety issue, please follow the guidelines ALL YEAR LONG.

Lower School: After 3:15 PM (or earlier if carpool line is over) parents MUST enter the building to pick up their children. Outdoor carpool teacher duty ends when there are no more cars in the line.

If you will be entering the school building to pick-up your child or after the pick-up time, you MUST park in the spaces indicated on the attached map. Enter the driveway just south of the Sanctuary and park in the front parking lot facing the playground. Park in the spaces along the sidewalk or along Ridgeway. When entering the building, please do not enter the Lower School hallway to pick-up your 2nd through 6th grader. A faculty member will call your child's name, and your child will come to you at the double doors by the library.

WE PREFER THE USE OF THE CARPOOL LINE FOR ALL PICK-UP.

NOON Pick-up Kindergarten and 1st Grades ONLY

Drivers must enter the northern most entrance of the campus. After entering, drive around the back of the church and school building and proceed to the pick-up location between the Christian Life Center (Gym) and the school. Please drive in the lane closest to the fence at the back of the property. After pick-up, proceed straight ahead to exit onto Ridgeway. Turning left onto Ridgeway is difficult. Consider a route home that will allow you to turn right onto Ridgeway.

3:00pm Pick-up if youngest child is in 2nd through 6th grade

Drivers must enter the northern most entrance of the campus. After entering, drive around the back of the school building and church (please drive in the lane closest to the fence at the back of the property) and proceed to the pick-up location between the Christian Life Center (Gym) and the school. After pick-up, proceed straight ahead to exit onto Ridgeway. Turning left onto Ridgeway is difficult. Consider a route home that will allow you to turn right onto Ridgeway.

DO NOT ASK YOUR LOWER SCHOOL CHILDREN TO MEET YOU AT THE MAIN ENTRANCE.

If there are BOTH LS & US students to be picked up (7th – 12th) you should pick up the LS STUDENTS FIRST, then proceed to the US pick-up line to pick-up your US students.

In order to reduce the indoor LS Carpool line and limit chaos in the lobby, we ask that you observe the following:

- Children of Faculty will be dismissed to come to their parents at 3:10 pm.
- If an Upper School Student driver is responsible to pick up Lower School students, he/she must follow these procedures:
 1. Pick up LS students at the double doors between **3:10 – 3:15 pm**.
 2. DO NOT pick up LS students and hang out in the lobby. They should be ready to leave when LS students are picked up.
 3. If an US student driver must pick up LS students before 3:10 pm, please send a note or call the office verifying the need to do so and the specific days so those LS students can be dismissed early. Requests for LS children by US students will be denied without prior notice through the office.

3:00pm Pick-up if youngest child is in 7th through 12th grade

Drivers must enter the middle entrance to the school directly facing the main door entrance. Enter and turn right, loop around cones and proceed to main entrance for pick-up. After pick-up exit from the driveway located just south of the Sanctuary.

PLEASE DO NOT PICK UP 2ND THROUGH 6TH GRADE STUDENTS IN THIS LINE.