

## 5. CARPOOL GUIDELINES, BEFORE AND AFTER SCHOOL CARE

### 5.1 CARPOOL

Potentially the most dangerous times of the school day are carpool drop-off and pick-up. All students and parents must comply with written instruction from the school and verbal direction from teachers and aides who are running drop-off and pick-up to ensure the safety of students. To minimize the safety threat:

- Be aware of your surroundings. **Stay off phones and tablets while the car is in motion.**
- Reduce conversation with those running carpool to a minimum.
- Make certain students are secured in seat belts or completely clear of the vehicle before driving away.
- Park only in designated parking spaces (see map). Do not park directly in front of the main building during drop-off or pick-up.
- Do not improvise: These guidelines are written to guard the safety of all students, families, and Westminster Academy personnel. Follow the procedures as prescribed.
- Report any safety concerns to the main office, 380-9192.

### STUDENT DRIVERS

Students will only be permitted to leave campus during school hours if they have submitted prior written permission or a phone call from their parents to the office. (Ex. Dentist or doctor's appointment). **With the exception of assigned senior privileges, students are not permitted to leave campus for lunch.** Students who leave the school must sign out at the front office before leaving and sign in upon arriving back at the school if they return to the school that day.

Students are not permitted to drive during field trips unless otherwise specified on the permission slip. Students are not permitted to ride with non sibling student drivers during school hours (8:00 a. m.-3:15 p.m.) except for carpool, without the approval of the Head of Upper School and the parents of both students.

Failure to follow procedures may result in suspension of driving privileges.

Student parking is located in the rear of the Education building. The row by the fence behind the Grammar School building may not be used so that the carpool line will be available and the fire drill area is clear. Please note that the school doors will be locked at 8 am. Any student who comes to school after that time must check in at the main office before attending class or assembly. Students are not permitted to go to cars during the day without permission of the classroom teacher as well as informing the main office.

### CARPOOL DROP-OFF PROCEDURES (Also see diagram on Pg 58)

- JK-K students will be dropped off under the first covered entrance behind the Upper School.
- 1<sup>st</sup>– 6<sup>th</sup> grade students will enter the GS building through the breezeway entrance facing the CLC.
  - Enter campus by the northernmost entrance. Drive around the back of the church in the lane closest to the fence
  - Teachers or aides will assist students to disembark cars and get into the school building safely.
  - Once students are clear of the vehicle, drive straight to the CLC exit onto Ridgeway Road.
- JK-K parents may park and walk students to their assigned early rooms between 7:30-8:00 until Labor Day.

- 7<sup>th</sup> grade students will be dropped off in the Grammar School carpool line, enter the CLC, and proceed to the CLC lobby where they will be supervised by an US teacher.
- 8<sup>th</sup>-12<sup>th</sup> grade students will be dropped off at the main lobby entrance
  - Enter campus by the middle entrance which directly faces the main door. Turn right and loop around the cones to the entrance. Do not try to drive around cars in the line; wait until the car in front of you pulls through.
  - Exit from the driveway located just south of the sanctuary.
- All 1<sup>st</sup>-6<sup>th</sup> students will gather in the CLC from 7:30-8:00 unless brought to school by student drivers, 1<sup>st</sup>-6<sup>th</sup> students must be dropped in the carpool line. No GS drop off is allowed through the main lobby.
- Student drivers park in the back lot. GS siblings of student drivers proceed on the sidewalk to the breezeway entrance. 8<sup>th</sup> – 12<sup>th</sup> grade students enter the main lobby.

### **GRAMMAR SCHOOL BEFORE SCHOOL SUPERVISION**

Students should not arrive at school before 7:30 a.m. as there is no adult supervision prior to this time except for school-sponsored and supervised activities. Siblings of students who are involved in early events prior to 7:30 am should wait in the car until 7:30 am to be dropped at the proper location once adult supervision is in place. 1<sup>st</sup> -6<sup>th</sup> grade students who arrive at school between 7:30-8:00 a.m. will go to the CLC gym for early morning supervision. JK students will proceed to Mrs. Williams' JK room, Rm 116. K students will proceed to the Discovery Room located in room 103. All students going to the CLC must cross the breezeway at the crossing guard. At 8:00 a.m., all students will be escorted to their classrooms to begin instruction.

### **CARPOOL PICK-UP PROCEDURES (Also see diagram on Pg 60)**

- Noon dismissal (JK-K):
  - JK-K will be picked up where they were dropped off, under the first covered entrance behind the Upper School.
- 3:00 dismissal (WEE-6<sup>th</sup>):
  - JK-K WEE will be picked up where they were dropped off, under the first covered entrance behind the Upper School
  - 1<sup>st</sup> -6<sup>th</sup> grade will be picked up in the breezeway carpool line. Students will be called out of their classrooms.
- 3:15 dismissal Upper School:
  - 7<sup>th</sup> graders will be dismissed to walk to the parking lot in the front of the CLC to meet their parents. Students should wait on the lawn or sidewalk until parents pull in and park. They should not cross the carpool line.
  - 8<sup>th</sup> – 12<sup>th</sup> grade will be picked up from the front lobby entrance

### **GRAMMAR SCHOOL PICK-UP**

Pick-up runs from 12:00-12:15pm for JK and K grade students. Pick-up runs from 2:55-3:20pm for WEE and 1st-6th grade students. Parents of GS and US students who wish to pick up from the lobby may line up at the GS double doors at 3:20pm once the carline pickup is complete. Any GS students remaining will be sent to Aftercare and charged a fee.

Large family identification signs will be issued. Please keep these in the dash on the driver's side during carline.

GS students will not be released to unauthorized adults, who do not have an official carpool sign. New signs are available at any point in the year by contacting Karla Scott at [kscott@wamemphis.com](mailto:kscott@wamemphis.com). Please update your approved transportation form in the family demographic section in your FACTS family portal. If the approved carpool driver becomes unavailable to drive and must have someone who is not on the list pick up, the driver must call the main office to tell who the new authorized adult is. Parents should communicate with the school any time someone other than an approved adult picks up a student.

### **UPPER SCHOOL PICK-UP**

8<sup>th</sup>-12<sup>th</sup> grade students may only be picked up at the front lobby entrance. Enter the middle entrance to the school directly facing the main door. Turn right and loop around cones to the main entrance. Exit from the driveway located just south of the sanctuary.

Please do not hold up the pick-up line. If your student needs extra time in the building, pull around into the parking lot in front of the JK playground to wait.

If your carpool includes both GS and US students, use the GS carpool line first and then turn right and park in the front parking lot.

### **SIBLING DRIVERS**

If student drivers need to pick up GS siblings in the carpool, they may pick them up from the GS double doors immediately after US dismissal at 3:15pm and wait until the doors open and students are officially dismissed to the lobby between 3:15 and 3:25 once carline has concluded. The US driver becomes responsible for these GS siblings and must walk with them to the car. Teachers will rotate on duty at the white double doors and will only release GS students to driving siblings if you have updated the approved transportation section in your FACTS family portal to reflect the new student driver. Student drivers must be careful not to interfere with the carpool line and to use safe driving procedures when exiting the parking lot.

CARPOOL MAP

# Carpool Drop-Off and Pick-Up

