

CARPOOL GUIDELINES

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). Students are not permitted to leave campus for lunch. The Headmaster may extend the Senior class off-campus lunch privileges, as long as Seniors conduct themselves according to the guidelines. 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.

Student parking is located in the rear of the Education building, saving the first two rows for faculty and guests. The row by the fence behind the Grammar School building may not be used so that the carpool line will be available and 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.

Students are not permitted to drive during field trips without Head of Upper School's approval. Students are not permitted to ride with 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 will result in suspension of privileges.

Student drivers who drive carpools with Grammar School students must:

- assume full responsibility for those riders in their care and walk with them in the parking lot both to and from the building;
- have written permission from the parent of the GS student(s);
- have met with the Head of Grammar School to discuss the nature of this responsibility
- pick up GS students from the double doors of the GS hallway between 3:15-3:30 and only when ready to exit the building (unless they have been given special permission from Head of GS to pick students up earlier);
- NOT pick up GS students and then remain in the lobby;
- take care NOT to back out into or drive through the GS carpool line.

CARPOOL DROP-OFF PROCEDURES (See diagram on Pg 28)

- JK students will be dropped off under the first covered entrance behind the Upper School.
- K – 6th 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 classrooms between 7:50-8:00 until Labor Day. After Labor Day all students should be dropped off in the carpool line.
- 7th grade students will be dropped off in the Grammar School car pool line, enter the CLC, and proceed to their classrooms.
- 8th-12th 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.
- Student drivers park in the back lot. GS siblings of student drivers proceed on the sidewalk to the breezeway entrance. 8th – 12th grade students enter the main lobby.

GRAMMAR SCHOOL BEFORE SCHOOL SUPERVISION

Students should not arrive at school before 7:30 a.m. except for school-sponsored and supervised activities. K-6th grade students who arrive at school between 7:30-7:50 a.m. will go to the CLC gym for early morning supervision. JK students will proceed to Mrs. Phillips' room, Rm 116. All students going to the CLC must cross the breezeway at the crossing guard. Following faculty prayer, they will be escorted to the GS building.

CARPOOL PICK-UP PROCEDURES (See diagram on Pg 28)

- Noon dismissal (JK-K):
 - JK will be picked up where they were dropped off, under the first covered entrance behind the Upper School
 - K will be pick up in the breezeway carpool line
- 3:00 dismissal (WEE-6th)::
 - JK WEE will be picked up where they were dropped off, under the first covered entrance behind the Upper School
 - K WEE-6th grade will be picked up in the breezeway carpool line. Students will be called out of their classrooms.
- 3:15 dismissal Upper School:
 - 7th grade will be picked up in the breezeway
 - 8th – 12th 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 2:55-3:15pm 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 3:15pm. After 3:30, 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. If the carpool driver becomes unavailable to drive, 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 a parent picks up a student. This may be done on a day-to-day basis by calling the main office, or parents may authorize other adults to pick up students for the school year by emailing Terri White or by filling out the Carpool Notification Form.

Upper School pick-up

8th-12th 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.

Student drivers

If student drivers have GS students in carpool, they may pick them up from the GS double doors between 3:15-3:30pm. The US driver becomes responsible for these GS students and must walk with them to the car. NOTE: US drivers of GS students must have permission from the Head of Grammar School before GS students will be released to them.

Carpool Drop-Off and Pick-Up

