

## **CARPOOL DROP-OFF PROCEDURES** (Also see diagram on Pg 51)

- 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 car pool line, enter the CLC, and proceed to their classrooms.
- 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.
- 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 not 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 should wait in the car until 7:30 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 51)

- 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> grade will be picked up in the breezeway

- 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 2:55-3:15pm 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. 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 Karla Scott or by filling out the Carpool Notification Form.

### **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.

### **STUDENT DRIVERS**

If student drivers have GS students in carpool, they may pick them up from the GS double doors immediately after US dismissal at 3:15pm. 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 MAP**

# Carpool Drop-Off and Pick-Up

