

## *Carpool Line Morning Arrival Procedures*

### **For all students and parents:**

1. The building opens at 7:05 for car riders. No student can be dropped off until the front door has been opened and adult supervision is in place in the carpool lane.
2. At 7:05, car riders may enter the building. K-2 students report to the cafeteria and Grades 3-5 students report to identified hallways until 7:20 when students are dismissed to classrooms.
3. Breakfast is served each morning for car riders from 7:05 – 7:15.
4. All students must be in their seats ready for instruction by 7:30. Any student not in the classroom must report to the office for a tardy pass. Parents must come into the building to sign tardy students into school.
5. The carpool line moves very quickly from 7:05 – 7:15. Around 7:15 the carpool line begins to back up to the four-way stop sign. Parents need to be in the carpool line no later than 7:20.
6. No parking or student drop-off is allowed across from the school on Satchel Ford Road, not even with parents parking and walking their child across the road. This is unsafe for children and adults.
7. There is no parking or student drop-off in the coned area along Satchel Ford Road.
8. There is no parking on Oak Hill Road between Satchel Ford Road and the carpool lane exit.
9. There is no parking in the cul de sac on Oak Hill Road.

### **For parents driving through the carpool lane:**

1. All cars must enter the carpool lane by turning right off Satchel Ford Road. No left turns are allowed.
2. All cars must pull to the end of the carpool lane. “Tighten up” in the carpool lane. The closer you stop to the car in front of you, the more cars can be unloaded. This will speed up the carpool line.
3. Have your child ready to get out as soon as the car is stopped. Have students seated on the sidewalk side of the car. Have bookbags on your child’s back or readily available. Do not have bookbags in the trunk.
4. Do not use drop-off as a time to sign agenda books/communication folders or search for misplaced items.
5. Say your good-byes while waiting on Satchel Ford Road rather than in the carpool lane.
6. Safety patrols and staff members are on duty to assist your child getting out of the car. If you are in the carpool lane and the carpool line has stopped with no one stationed at your car, your child may exit onto the sidewalk and proceed into the building.
7. Do not stop for adults waiting at the flagpole to cross the carpool lane unless directed to do so by the crossing guard stationed at the crosswalk area near the flagpoles. Staff members have been instructed to wait.
8. Once your child has unloaded, exit the carpool lane in a single file turning right onto Oak Hill Road. No left turns are allowed out of the parking lot.
9. Do not allow your children to get out of the car while waiting in the carpool lane on Satchel Ford Road. This is unsafe.

**For parents wanting to walk their children to the school building:**

1. Parking is available in the gravel lot next to the drama portable. To access this lot, you must enter the campus using the carpool lane. Instead of unloading, just stay in the carpool line and turn right to access the lot. Please park and use the sidewalk to walk with your child to the building.
2. Parking is also available in the gravel lot near the kindergarten wing. This is the safest way to walk your child to the building. To access this lot, you may use Satchel Ford Road. Turn on your turn signal, stop in the travel lane, and wait for a break in the carpool line waiting on the shoulder of the road. Turn into the lot. Park your car and walk your child to the front entrance of the building, using the sidewalk next to the building, not the sidewalk on the edge of the road.
3. Limited parking is also available on Oak Hill Road. Since this is a public street, you must park legally. That is, you must park with the flow of traffic. You must enter Oak Hill so that you are traveling in the right direction to park. Since this area is very busy due to all cars exiting the carpool lane, you cannot use u-turns or turn around in driveways. Parking on Oak Hill starts past the exit to the carpool lane and is only permitted on the school side of the road. No parking is allowed on the other side of the street or in the cul de sac. Once you have legally parked, have your child exit the car onto the sidewalk and walk with your child through the gravel lot to the sidewalk, paralleling the cafeteria, to enter the school. Forest Acres Police will soon begin to monitor this area and will be ticketing drivers parked illegally.
4. Limited parking is also available on the school side of Satchel Ford Road thirty feet from the crossing guard stationed on the corner of Oak Hill Road and Satchel Ford Road. Since this is a public street, you must park legally. Again, you must park with the flow of traffic. You cannot use u-turns or turn around in driveways due to the heavy flow of traffic. Once you have legally parked, have your child exit the car onto the sidewalk and walk with your child down the sidewalk to the crossing guard. The crossing guard will assist your child across Oak Hill Road. Cones have been set up along this area of Satchel Ford Road to provide a safe location for walking. An adult is on duty to cross walking traffic across the carpool lane. Forest Acres Police will soon begin to monitor this area and will be ticketing drivers parked illegally.

## *Carpool Line Afternoon Pick-up Procedures*

### **For all students and parents:**

1. All students must wait in the assigned area out front with their grade level until an adult is present to pick them up. Students will not be allowed to walk to cars parked in parking lots or other areas of the campus without parental supervision.
2. All students are expected to leave their classrooms at the end of the day and go straight to their assigned dismissal areas. The only students allowed to remain in the building are students who are participating in aftercare or a school sponsored activity. Students may not stay in the building to talk with teachers after the bell has rung.

### **For parents driving through the carpool lane:**

1. Please pull all the way to the end of the carpool lane before stopping. This allows approximately eight cars to be loaded at a time, shortening your wait time in line.
2. If the child you are picking up isn't outside waiting to load, please tell an adult or safety patrol on duty the child's name and then pull into the parking lot beside the drama portable. The adult on duty or safety patrol will locate your child and walk him/her to your car.
3. If you need to get out of your car, please pull into the parking lot beside the drama portable. No cars can be parked in the carpool drop-off lane.
4. Please keep the line moving by limiting conversations with the teachers on duty. Our goal is to load all students as quickly and as safely as possible. All conversations slow down the process.

### **For parents walking up to the front of the school to pick up their child(ren):**

1. Parents can wait on the grassy areas at either end of the covered walkway. If waiting closer to the front door, the sidewalks must be clear so students can get out of the building and to their assigned areas more efficiently.
2. If you don't see your child or your child doesn't see you when exiting the building, do not enter the assigned area where students are seated. Please ask an adult or safety patrol on duty to get your child for you. Following this procedure will reduce congestion amid the grade levels and help the carpool line move more quickly.
3. Do not cross in between cars in the carpool line. If you must walk across the drop-off lane, you must cross at the crosswalk near the flagpoles and wait for the crossing guard to stop traffic before crossing. You must hold your child's hand as you cross.
4. The front parking lot is for faculty parking only. If you want to get out of your car to meet your child, please park in the parking lot beside the drama portable or next to kindergarten classrooms or legally park along Satchel Ford Road or Oak Hill Road. Then, walk to the grassy areas at either end of the covered walkway.

### **For walkers and bike riders:**

1. Students who walk home will meet a teacher in front of the school who will walk them across the street or down the sidewalk.
2. Students who ride bikes should walk beside their bikes until they are off the school grounds. Once they are off the school grounds, they may ride their bikes home.