

# Carpool Procedures

**A.M. – Arrival: Carpool -7:45 – 8:13 a.m. After 8:13, students are tardy and must be signed in at the office window.**

1. In order to allow staff members access to their parking spaces, please do not line up for carpool before 7:15.
2. Vehicles double-stack from the retention pond to entrance. Cars released to move forward 7:20-7:30 a.m.
3. For the safety of all students and staff members:
  - a. Parents shift vehicle to PARK. Turn off the engine to reduce emissions.
  - b. Students remain in the vehicle until the signal sounds to exit (listen for the whistle).
  - c. Parents remain in the vehicle when students are unloading; a staff member is available to assist.
  - d. Avoid cell phone use in the carpool line, pay attention to moving vehicles.
  - e. Students exit the vehicle at designated locations and follow the direction of staff on duty.
  - f. Do not discharge students on the Nations Ford sidewalk or in the driveway.
4. It is recommended that trucks and larger SUVs use the inside lane of carpool closest to the building.

**P.M. – Dismissal: 3:15 – 3:45 p.m. After 3:45, students must be signed out at the office window.**

1. For the safety of our students who may still be moving on the playground and/or soccer field, parents do not line up for carpool before 2:30 p.m.
2. Students are dismissed via the main entrance by groups (A, B, C, D), and look in both directions for their car.
3. Parents remain in the car. Avoid cell phone use in the carpool line.
4. Students remain alert to traffic, scout the line for their vehicle, and walk quickly to the car.
5. Remember to clearly display the carpool tag from the current year so that it is easy to read by a staff member.

We do not have traffic assistance each day. On these occasions when no officer is available, and for safety reasons, it is recommended that parents turn right onto Nations Ford Rd to facilitate the continuous flow of traffic out of the carpool line.