

Procedures for Morning Drop Off

The following rules are to ensure the efficiency of morning drop off and the safety of our students. Your compliance and patience are greatly appreciated. **NOTE: Preschool STUDENTS will utilize the Faculty/Staff lot.**

- **SLOW DOWN!** It's better that your child is a little late than someone is hit by a car.
- **Do NOT** get out of your car. Safety patrol and staff members are available to assist your child out of the car.
- **NEVER** pass on the left in the front circle. Please wait until the car in front of you moves.
- Children should only exit the car from the passenger side of the vehicle.
- Using your cell phone is **not allowed** while dropping off your children.
- Please leave your pets at home. Having your pets in your car while dropping off could create a potentially dangerous situation.
- Place your car in park while unloading your children.
- If you have a large carpool or if your children are bringing projects/sports bags to school, please drop off at the KFC ("Katie Fitzgerald Center" aka the gym) to allow the children ample time to unload. **Never use the faculty/staff lot** to drop your K-8 students unless they are siblings of Pre-K students.
- Please **do not beep your horn** to recall your child, say hello, or to have someone in front of you move faster. Using your horn is often misinterpreted and creates confusion. Please only use your horn in case of an emergency.
- **Never use the Harris Teeter parking lot as a detour to avoid waiting at the stoplight.**

Procedures for Afternoon Carpool

During the first few weeks of school the carpool line is always longer. New children are learning their carpool numbers, carpools are forming and after school activities have not yet begun. Please be patient.

NOTE: PRE-K STUDENTS & CARPOOLS WILL DISMISS FROM THE KFC PARKING LOT.

- **SLOW DOWN!** Make sure the carpool person has your number before you pass him/her. If the carpool number-taker is busy, please stop and wait for him/her to finish. This ensures your number is recorded correctly.
- Make sure your carpool number is visible at all times. **Always use the office-generated yellow carpool number**, never a homemade sign. Hanging the carpool number from your rearview mirror works well. Do not verbally give your number to the number taker. **Do not** remove your number until your child is in the car.
- Using your cell phone is **not allowed** while picking up your children.
- You will be directed down ***the side road before the teacher parking lot (the "road to nowhere")***. Please drive all the way to the end of the road and turn around. This is critical in preventing a back up on Seneca Road and it helps the carpool line operate more smoothly.
- If you are sent into the church parking lot during days of heavy traffic, please form a line utilizing the entire loop of the parking lot. **Do not** make the first left once inside the church parking lot to shortcut the lot, even if there are no cones blocking the way. This will result in numbers being out of order. This is also critical in preventing a backup on Seneca Road. Follow directions of the traffic control staff.
- If your child does not come out of the school when you are in the circle, you will be directed to the KFC (gym) parking lot. Please wait patiently or park your car and walk to the front door of the school to pick him/her up. **Do not** re-enter the carpool line as this throws off the number order.
- **Do not** send children back into the building to retrieve another student. Instead, please tell a safety patrol or staff member the name of the student you are missing.
- **DO NOT** get out of your car. Safety patrol and faculty are available to assist your child into the car. If you need to buckle a safety seat, please move to the KFC (gym) parking lot.
- Place your car in park while loading your children.
- Students who forget something in the building after dismissal should wait until the end of carpool.
- Please leave your pets at home. Having your pets in your car while picking up students could create a potentially dangerous situation.
- Half days, holiday dismissals, no aftercare days, and bad weather are reasons for heavy volume and slower movement. Please be patient.
- Please **do not beep your horn!** Using your horn is often misinterpreted and creates confusion. Only use it in case of an emergency.