



# Carpool Procedures

THE PARISH SCHOOL

## Carpool Etiquette

- DO NOT exit your vehicle until you have arrived at the appropriate marked spot.
- DO NOT pull around parked vehicles. For the safety of our students exiting and entering their vehicles, you MUST remain in a single line and not pull out until the car ahead of you moves ahead.
- To maintain efficiency of the carline, please do not engage in conversations with staff regarding your child's day at school. Any information required or requested will be/can be sent via email or phone call.
- All students must remain buckled in their seats until a parent or staff member helps them out of the car.
- For the safety of students and staff, all students are requested to exit the car from the right side.

## Drop-Off Procedures

Students will be dropped off through the carpool line each day. A carpool tag will be assigned to each child. Hang the tag on your rearview mirror so that it is easily visible to staff at the gate.

### Elementary Students

Upon entering the circle drive, please move straight ahead toward the overhang. Wait in line until you reach a staff member or a Parish Patrol student helper at the numbered spots 1-4. Exit according to the map instructions. Carpool will run from 7:40-8 a.m.

### Early Childhood Students

Upon entering the circle drive, please move straight ahead toward the flagpole. Wait in line until you reach a carpool staff member who will receive your child. Please wait to exit your vehicle until you are one of the first four vehicles from the flagpole and greeted by a staff member. Exit according to the map instructions. Carpool will run from 8:45-9 a.m.

### For Families Enrolled in Early Morning Drop-Off

Please park in the school parking lot and walk your child to the Administration building porch. Please ring the doorbell and a staff member will transition your child to the Early Morning Drop-Off classroom.

### Late Arrivals

If your child arrives after carpool, please park in the school parking lot and walk your child to the Administration Building. Enter the front office and sign your student in at the front desk. A staff member will transition your student to class.



## Pick Up Procedures

Students will be released through the carpool line each day. A carpool tag will be assigned to each child. Hang the tag on your rearview mirror so that it is easily visible to staff.

### All Students

Following the same entrance protocol, please drive to your appropriate lane. When you reach the designated/numbered spots, park your vehicle. Please remain in your vehicle until you have reached a designated spot or are signaled by the carpool facilitator. If your child is older elementary and does not require assistance to buckle, you may stay in your vehicle. ANY student that does not promptly buckle or requires assistance **MUST** have a caregiver assist. All early childhood families and younger elementary students who have a 5-point harness **MUST** assist their child into the car. Staff will **NOT** enter vehicles to assist.

### Early Childhood (Emerging Language, Preschool, Pre-Primary)

Children will be picked up in front of the administration building Monday-Thursday. Please follow the pickup procedures listed below. Emerging Language class dismissal will begin at 12 p.m. Monday-Friday. Preschool and Pre-primary class dismissal will begin at 1:00pm Monday-Thursday. All classes will dismiss at 12 p.m. on Fridays. Please see below for Friday dismissal procedures.

For students staying for **Zenith Learning Extended Day**, pick-up time for EC and Elementary will run Monday-Friday until 6 p.m. Children must be checked out through the front office. Parents or caregivers can park in the circle drive after carpool and visit the administration building to sign out students directly from Zenith. Parents should refer to the Zenith Learning Extended Day programming for more information.

### Elementary (Primary, Lower and Upper Elementary)

Children will be picked up in the circle drive under the overhang. Wait in line until you reach a staff member at the numbered spots 1-3 for your student to safely load into your vehicle. Dismissal will begin at 3:15 p.m. Monday - Thursday. Friday dismissal will begin at 12 p.m. Please see below for Friday dismissal procedures.

### Early Pick-Up Procedure

Families who wish to pick up their student(s) prior to carpool dismissal must sign out at the main office. Early Childhood students must be picked up no later than 12:45 p.m., and Elementary students no later than 2:45 p.m.

### Friday Dismissal ALL school dismisses at 12:00pm on Fridays

Early Childhood students dismiss from the north side of the administration building porch. Elementary students are picked up at the overhang of the circular drive. A carpool map for Friday afternoons will be provided by the school and Parish staff direct traffic to help ensure efficient and safe pick-up. Please do not pull through the line unless directed to do so by a staff member.

### Adventure Play

Pick-up procedures for Adventure Play will be sent to enrolled families directly.

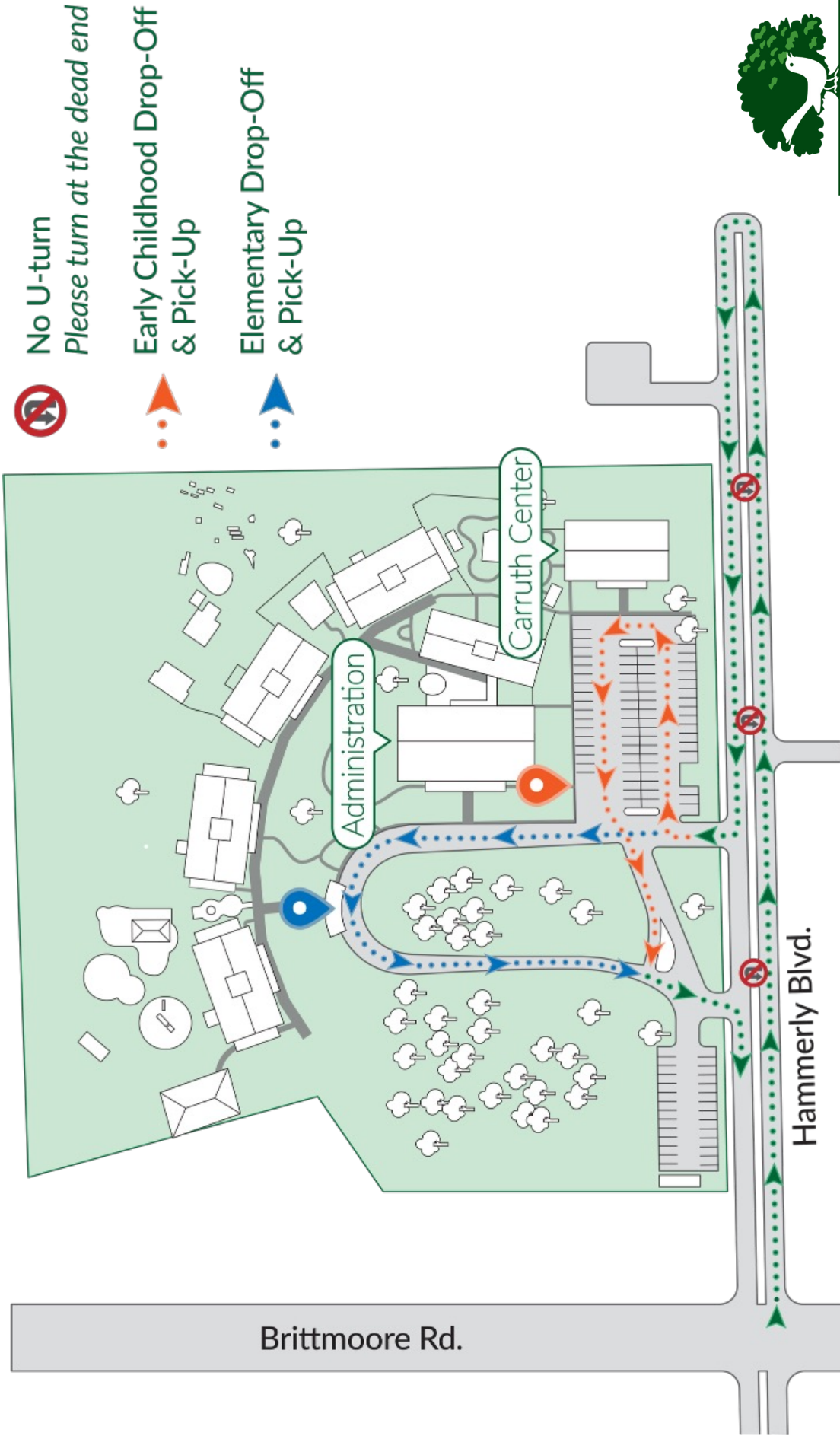
### Carpool During Inclement Weather

- When there is rain, but no lightning in the immediate area, carpool will run from underneath the overhang on the circle drive. This may take longer than usual and appreciate your patience!
- When there is lightning or severe weather in the immediate area, **we may stop or delay carpool**. Carpool will resume when it is safe to continue.

**Thank you for helping us maintain the highest safety standards for all of our students.**



# Friday Afternoon Carpool Map



THE PARISH SCHOOL

For questions regarding carpool, please call the front office at 713.467.4696.