

CARPOOL PROCEDURES AND MAPS

Arrival/Dismissal Schedule

MORNING ARRIVAL: 7:00am - 7:30am

- Morning carpool ends at 7:30 a.m. and the late/tardy bell rings at 7:35 a.m. (Note: Carpool lines move the quickest between 7:05 a.m. to 7:20 a.m.)
- Students must be in their classrooms ready to learn (not the building) by 7:35 a.m.
- Students arriving after carpool must be signed in by a parent in the elementary office (Admin. Building 300).
- Students may not be dropped off before 7:00 am or before a duty teacher is present.
- Have your child unbuckled and ready to exit the car.
- For your child's safety, children must exit from the passenger side only.
- UE Side Only: For the Upper Elementary side, you may drop off students at any carpool pole on the sidewalk where you feel comfortable. It is not necessary to pull up to an adult unless your student requires assistance.

AFTERNOON DISMISSAL: 2:30pm-2:45pm

- Preschool and Lower Elementary (PK3/PK4/K/1st) carpool usually begins a little early to keep traffic from backing up on Gurney Road.
- Upper Elementary (2nd - 5th Grade) carpool begins at 2:30pm.
- To ensure the safety of our children, please do not line up for carpool or drive past the administration office before 2:00pm. Vehicles are not permitted to line up until 2:00pm.
- Elementary carpool tag **MUST** be visible on the passenger visor. (See Carpool tags)
- Afternoon carpool ends at 2:45 pm.
- Any student not picked up by 2:45 pm will be sent to aftercare.

DESIGNATED DROP OFF LOCATIONS:

- Preschool and Lower Elementary (PK3/PK4/K/1st): Under the awning in front of the lower elementary building, Building 600 (last building on the left).
- Upper Elementary (2nd - 5th Grade): In front of the upper elementary building (only classroom building on the left).
- Multi-grade carpool: If you have both lower and upper elementary students, drop off your lower elementary children first, then carefully merge into the upper elementary carpool lane to drop off upper elementary children.

RULES AND REMINDERS:

- The speed limit on campus is 10 mph.
- Always comply with school signs or staff members directing carpool.
- Use the same carpool route for pickup as you use for dropping off.
- Carefully watch for vehicles in other carpool lanes.
- Parents are to remain in their vehicles in the carpool line.
- ALL elementary students must be picked up by vehicle through the carpool line at the elementary end of the campus.
- Students may NOT hang out the windows or sunroof in carpool.
- Parents are never to use the faculty Parking lot for parking to drop off or pick up students of any age except for those who must use the handicapped reserve parking.
- Follow the designated carpool routes. Do not make U-turns in the flow of traffic. Instead drive to the parking lot near the flagpole and re-enter the carpool line.

CARPOOL TAGS:

- Every new family will be issued two (2) CPS elementary carpool tags.
- You **MUST** have the school-issued carpool tag in your car to pick up your child. If you do not have your Central Private issued carpool tag, you will be required to show ID before being allowed to pick up your child. This process allows us to ensure that every child is going home with the right person. The safety of our students is always our first priority.
- Hang your school-issued carpool tag on the passenger visor.
- If you need replacement tags or would like to purchase additional tags, please contact the front office. Additional tags will cost \$2 each.

