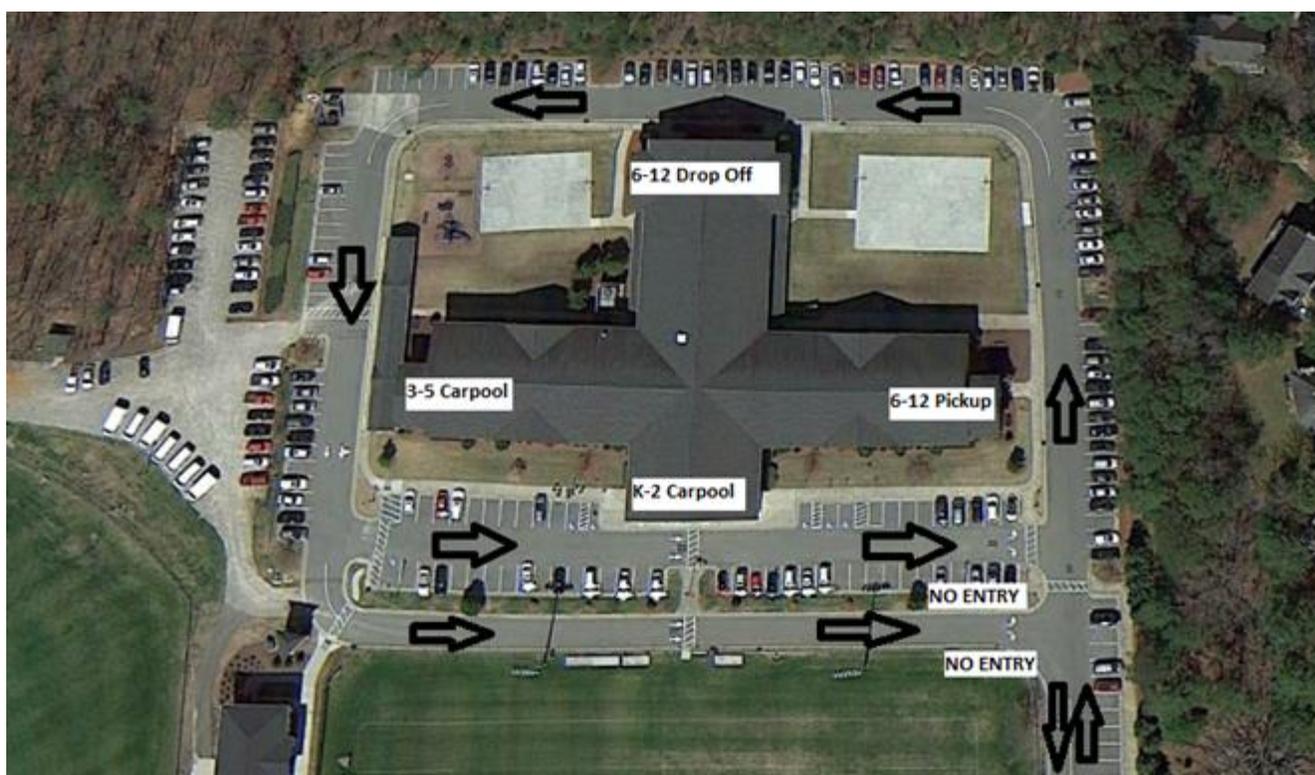


## Carpool Drop Off & Pick Up Procedures

- **Traffic Pattern** - When rounding the corner by the large oak tree, be aware that this can be a congested and hazardous area. After rounding the curve in the driveway, continue straight past the East end of the building. Traffic flow is counter-clockwise around the back of the building to the canopy. Please use caution, as there are two lanes of one-way traffic during peak times (one lane of one-way traffic during non-peak times). Please note, the outside lane should be free flowing once carpool begins. Both the inner and outer lanes in front of and around the building are one-way. Be sure to follow the arrows and do not go against traffic!
- **Kindergarten** operates on a **one-hour delay the first day of school, Thursday, August 6.** Kindergarten parents should park and walk your child to the classroom at **9:15 a.m.** At 12:15 p.m., park and return to the classroom to pick up your child. Beginning Friday, August 7, plan to follow the drop off schedule/location below.
- **For grades 1-12,** carpool will run on a normal stop and drop on the first day of school. Follow the traffic pattern to your specific drop off location: grades 1 & 2 at the front of the building, 3-5 at the West wing canopy, 6-12 at the mid back and East wing sidewalk. (These are pickup points as well.) Drop off in a stacked formation (lead car pulls all the way up to the start of the drop off point, no gaps, and cars single file) with students exiting from the left side of the car to the designated entrance. Please have students ready to make a quick exit from your vehicle. (**See the map below.**)



- **Please adhere to the following drop off/pick up schedule and note locations:**

<u>Grades</u>	<u>Drop off</u>	<u>Start Time</u>	<u>Dismissal</u>	<u>Location</u>
9-12	7:45-8:00 a.m.	8:00 a.m.	3:25 p.m.	A.M. Back of Building/P.M. Canopy
6-8	7:45-8:00 a.m.	8:00 a.m.	2:25 p.m.	A.M. Back of Building/P.M. East
			2:40 p.m.	M.S. & H.S. pick up moves to Canopy
3-5	8:00-8:15 a.m.	8:15 a.m.	2:45 p.m.	Canopy
1-2	8:00-8:15 a.m.	8:15 a.m.	2:45 p.m.	Front entrance
Kindergarten	8:00-8:15 a.m.	8:15 a.m.	12:15 p.m.	Front entrance

*(Students should not be dropped off earlier than the above stated times.)*

- **Drive slowly,** defensively, and please do not ever assume that the children see you! Safety is always the most important priority during drop off and pick up.
- **Do not park in the carpool line and vacate your vehicle.**

- **NO CELL PHONE USAGE DURING CARPOOL!** If you are using a cell phone during carpool, traffic will be stopped until the call is ended. This will delay carpool.
- **All drivers, at all times, must follow the one-way “Do Not Enter” sign that prohibits shortcut, left-hand turns into the front parking lot.**
- When you reach the canopy area, please use your left turn signal to indicate that you need to go left to enter the K-2 drop off/pick up area or use your right turn signal to indicate that you wish to exit. This will reduce confusion and save time. Stop and wait for direction from the traffic coordinator. Please be patient.
- Students in grades K-5 will be greeted by CCS staff to ensure that they exit their vehicle safely and get to their assigned classes.
- It may be necessary at times to utilize a double stack at the front (K-2) during morning drop off. When this occurs, wait for a staff member to cross over, open your car door, and escort your child to the curb safely. Do not allow your child to exit your car on his/her own; wait for staff assistance.
- If you have multiple children with multiple drop off times, it is our preference that you drop off the first child and circle back around through the carpool loop until it is time to drop your second child, and so on. You may park between drop offs, but use caution when you back out into the drop off flow of traffic. The same procedure should be used for pick up.
- Drivers exiting both the inner and outer lanes from the front of the building should yield to the incoming traffic flow.
- Please make an 8 ½” x 11” sign for the front left window of your vehicle for carpool (grades K – 5). Place your child’s name and homeroom teacher’s name in large, bold, visible letters.
- If you park, park in designated spaces only. Use care while entering the carpool line or crossing traffic if you are walking. **Pedestrians cross ONLY at crosswalks.**
- Should we experience backups, the traffic coordinator may ask you to circle the building. Once carpool begins, the outside lane must remain free flowing; therefore, you may need to loop several times. We appreciate your cooperation; safety is our first priority.
- If you have a 6-8 grade student with a younger sibling or a younger carpool member, the 6-8 grader will be at the youngest student’s designated pick up point; therefore, please pick up at the latest dismissal time.
- **Middle school carpool pick up (along with high school students not involved in elective period)** starts at 2:25 p.m. and ends at 2:40 p.m. at the East wing sidewalk. Middle school parents should pick up students quickly upon arrival. If students are not ready at pick up, please move your car out of the carpool line and park. **After 2:40 p.m., all carpool pick up for grades 6-8 moves to the canopy area.**
- **Grades 1-5 carpool pick up** starts at 2:45 p.m. and ends at 3:00 p.m. By coming closer to the end time, you will avoid the more highly congested start time. At 3:00 p.m., any students remaining will be sent to After School Center where you will incur a \$5/hour service charge.
- If you park in the handicapped spaces at the front of the building, please pull all the way into the parking space so that your vehicle is not a hindrance during drop off and pick up times. This is also true from 12:15-12:30 p.m. during the kindergarten release time.
- Carpool is an everyday occurrence even if it is raining. The exception to this is if we are under a **tornado warning**. While under the warning, we will keep the children inside and delay carpool until the warning is lifted.
- Drop off and pick up at designated locations only and at the curb only, not in the outer loop. Please do not drop off or pick up students on Old Apex Road or in adjacent neighborhoods, as it is unsafe! Take care to watch for any students who may be walking or riding their bikes to school.