

# CARPOOL PROCEDURES AND MAPS

## Arrival/Dismissal Schedule

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

- Morning carpool ends at 7:30 am.
- The tardy bell rings at 7:35 am. 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.
- If arriving before 7:00 am, line up at the stop sign located before Building 100 (the first building on the right) to ensure that staff is not blocked from their parking areas.
- Have your child unbuckled and ready to exit the car.
- For your child's safety, children must exit from the passenger side only.

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

- Preschool and Lower Elementary (PK3/PK4/K/1st) carpool usually begins a little early, 2:20pm, to keep traffic from backing up on Gurney Road.
- Upper Elementary (2nd - 5th Grade) carpool begins at 2:30pm.
- 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.
- Any student not picked up by 3:00 pm, who is not enrolled in the aftercare program, will be charged a drop-in rate.

### **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.

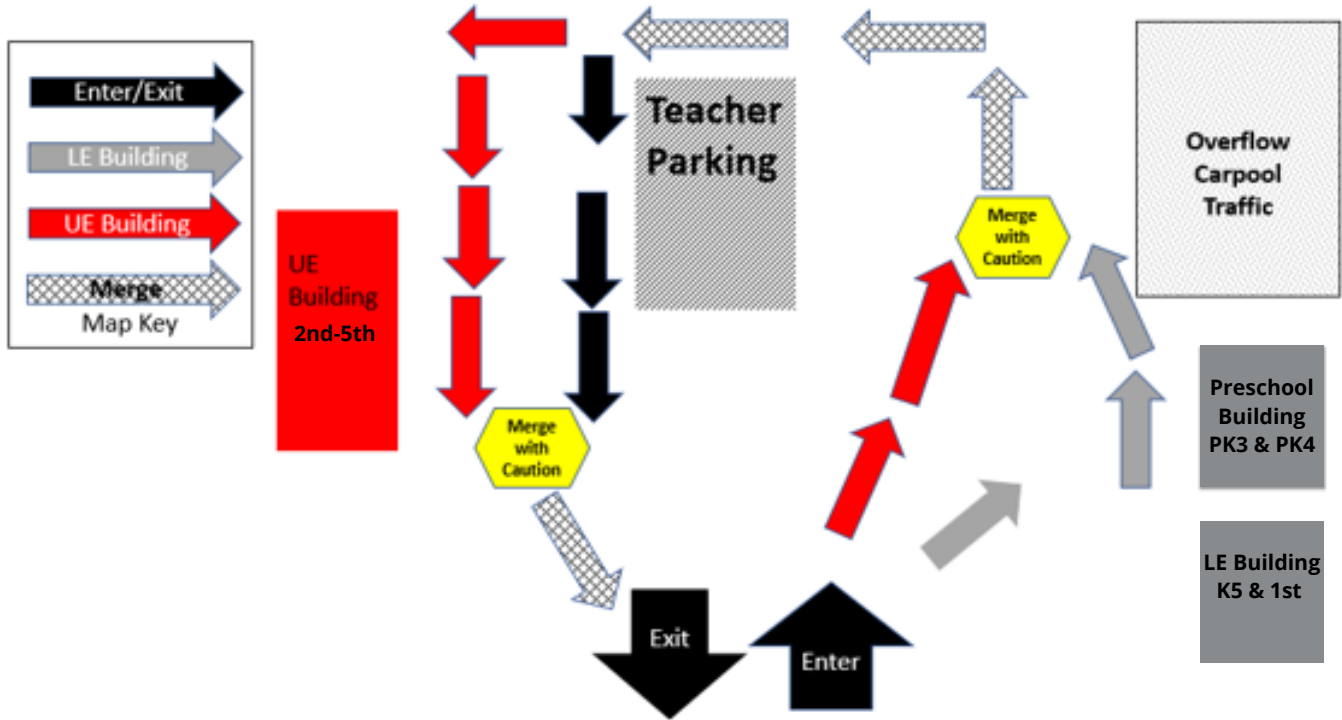
### **CARPOOL TAGS:**

- 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.

# ELEMENTARY CARPOOL MAPS

(FOR MORNING ARRIVAL AND AFTERNOON DISMISSAL)

## Elementary Carpool Route – Morning



## Elementary Carpool Route - Afternoon

