



ARRIVAL & DISMISSAL PROCEDURES

CARPOOL NUMBERS: *Transportation arrangements are the responsibility of the parents. Every family will be assigned a carpool #. These numbers are printed on cardstock and should be displayed on your dashboard at pick-up time. Have your children learn their number. This is how they will be called at dismissal time. Every family must submit an Individual Transportation Plan which lets the school know how each child will be transported. Carpools are usually set up during the summer months. The Family Directory contains names, addresses, and phone numbers so that parents can coordinate carpools with nearby families. (The Family Directory can be viewed or printed off of Sycamore under the Front Desk tab on the left of the screen). After the carpool is decided, a transportation plan must be filled out and returned to the office. Each family will be assigned a number referred to as your “Carpool Number.”*

ARRIVAL TIME: *7:45am be in classrooms by 8:15 am*

Before Care is available at 6:45 a.m. There is a cost involved otherwise, students may be dropped off at 7:45 a.m. once the gym doors have been opened. All students are to report to the gym. (Kindergarten students report to the Media Center). Students WILL NOT be permitted to wait in the lobby, classrooms, halls, or outside of the building. Children of school employees must also report to the gym and not wait in their parent’s room. Students will be dismissed from the gym to their homerooms. Parents should follow the traffic pattern on the parking lot to the front of the school. There will be a single lane for drop-off. Please have children exit from the passenger side so they do not walk between vehicles.

Any student arriving after 8:15 should stop at the office to receive a late slip.

DISMISSAL TIME: *In the afternoon, four lanes are marked by orange cones. Cars are to fill those lanes. Overflow cars will remain in the upper lot until directed otherwise. One of the carpool staff will record numbers of the cars in the lower lot. At 3:00 p.m. carpool numbers will be announced over the microphone. As numbers are called, those students will come to their carpool. When ALL cars have ALL their passengers, the lower lot will be dismissed. Once students are in their car they may not return to the school until you pull out of the carpool lane and park (an adult must walk them into the building). As new cars go into the lower lot, a carpool staff member will radio their number into the school and those numbers will be announced on the intercom again. This procedure will continue until the carpool is completed. Carpool will end at 3:30 p.m. After that time, parents should come into the building and sign their child out from aftercare.*

CARPOOL ETIQUETTE: *Please stay within designated lanes and pull-up to the end of marked lane. NO CHILD IS ALLOWED TO ENTER A WAITING CAR OR BE RELEASED FROM A CAR EXCEPT ON THE PASSENGER SIDE. We request that neither teachers nor drivers detain cars by conversing at dismissal time. Parents should never speed into the parking lot. Speeding in the school parking lot or driving recklessly is a ticketable offense by Maryland State Police. Repeat offenders may have their license revoked because of unsafe and inconsiderate driving.*

OUR CARPOOL CAN ONLY BE SUCCESSFUL WITH EVERYONE'S COOPERATION. PLEASE ENCOURAGE YOUR CHILD TO LISTEN FOR THEIR CARPOOL NUMBER. PLEASE DO NOT CALL YOUR CHILD TO YOUR CAR UNTIL THEY HAVE BEEN DISMISSED FROM THE CURB. WITH THE SIZE OF OUR SCHOOL, WE HAVE TO BE EXTRA CAREFUL. SAFETY OF OUR CHILDREN IS OUR FIRST PRIORITY. AN EXTRA MINUTE OF TIME IS WORTH THEIR SAFETY.

CARPOOL CHANGES: *Any carpool change should be made directly with the driver of the carpool. Please make changes **BEFORE** students come to school in the morning. For the safety of your child, please send a note, email or call the office if a change in transportation is made, so that we may know who is supposed to pick up your child.*

When someone not familiar with the carpool system is picking up your child, we ask that you take a few minutes to explain how carpool works.