



Pick-Up Procedures

Parents, in addition to complying with the Transportation section of the Prentice School Handbook, and the California Vehicle Code (CVC) laws, please observe the following **Pick-up Procedures**:

- **Pick up your student in the front office only when *absolutely* necessary.**
- **To avoid disruptions, classrooms will *not* be called after 2:30 p.m., at which time the parent/guardian must use pick-up line.**
- Clearly display your pick-up placard on your vehicle's dashboard/windshield to enable the pick-up monitor to see it. Please display your pick-up placard at the time you enter the Prentice parking lot.

****Please note:** Any individual with your personal pick-up placard displayed in the front window of their vehicle will be able to pick up your student(s); it will be assumed that you have given that individual authorization to pick up your student(s). A quantity of three (3) placards will be given to each family prior to the first day of school. NO extra pick-up placards will be handed out under any circumstances.

- Line up at the specific time assigned on your pick-up placard. **Please do not proceed into Pick-Up lanes earlier than your assigned time.** We will be enforcing this protocol and we ask for your cooperation. Please do not put our permit to operate as a school in a residential area in jeopardy. You will be asked to exit the line if you come before your designated up-up time.

Placard Color	Regular Dismissal	Thursday Dismissal	Noon Dismissal
Orange	3:00	2:00	12:00
Pink	3:05	2:05	12:05
Green	3:10	2:10	12:10
Blue	3:15	2:15	12:15

- For the safety of students, **turn off cell phones** upon entering the pick-up line and keep them off until after departure from the carpool area. This includes Bluetooth or other hands-free devices.
- Remain in your car while waiting in the pick-up lane. A staff member will help any child who needs assistance.
- Pick up your child through the pick-up lanes **ONLY**– not on foot.
- For the safety of those around you, please do NOT exit the pick-up lanes and merge into the through lane (the far left lane next to the parking stalls.) Students will not be released from the pick-up area until their vehicle reaches the front of pick-up lane 1 & 2. All lanes must adhere to the "Stop" sign painted at the front of each lane.
- No child will be allowed to leave by walking across the street, even if accompanied by a parent. Please do not break this important safety procedure.
- Exit the parking lot by turning **left only** onto Lassen Drive and proceeding to Esplanade. Do not go through the neighborhood streets.
- Send written permission to the front office for your child to go home with a friend. Be certain to include the date, name(s) of the child and parent with whom they are going home, and your signature and phone number.
- Any student not picked up 30 minutes after dismissal will go directly to After-School Care.
- No students will be permitted to wait in the front office during or after pick-up.
- The SPEED LIMIT is 5 mph through the school parking lot AT ALL TIMES.

Thank you for your cooperation!



GROUP CARPOOL REGISTRATION 2019-2020

PLEASE RETURN THIS FORM TO THE ATTENTION OF THE FRONT DESK

STUDENT CARPOOL INFORMATION

Please list the names and grades of YOUR CHILDREN enrolled at Prentice.

Student First Name:	Student Last Name:	Grade:
Student 2 First Name:	Student 2 Last Name:	Grade:
Student 3 First Name:	Student 3 Last Name:	Grade:

PARENT(S)/GUARDIAN(S) INFORMATION			EMAIL:
PARENT 1 / GUARDIAN	First Name:	Last Name:	
PARENT 2 / GUARDIAN	First Name:	Last Name:	

Please choose one of the following options and sign & date at the bottom.

WE ARE NOT INTERESTED IN CARPOOLING WITH ANYONE AT THIS TIME

PLEASE DO NOT SHARE OUR CONTACT INFO WITH OTHER FAMILIES IN OUR AREA.
OUR CARPOOL ONLY CONSISTS OF THE FAMILY MEMBERS LISTED ABOVE.

HELP US ORGANIZE A CARPOOL IN OUR AREA

Your contact information (phone number & email) will be shared with other families in your area. This will allow us to assist you in forming or joining a group carpool. You will receive an email containing that contact information.

We are **NOT** currently in a carpool. Please help us contact other families in our area.

Help us look for carpool in the following cities: _____, _____, _____

WE HAVE ALREADY SET UP A CARPOOL

One parent in the group will share their individual carpool number card with the other parents/guardians who will be picking up the carpool group. *For safety purposes, any individuals listed below will be added to our database containing a list of parents/guardians who are authorized to pick up your student(s).* If you need another number card for the parents/guardians picking up your carpool group, please see the front office. In the event that you will be picking up your child **ONLY**, simply continue to use your individual carpool number, but please be sure to alert the front office prior to pick-up time. In this case, the students not going home in the carpool group that day will have to use their own individual carpool number.

My child will carpool with the following parents/guardians.

Parents/Guardians authorized to pick up my child at carpool:	List of students in our carpool:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

PARENT SIGNATURE

Parent Name: <i>(Please print)</i>	Parent Signature:	Date:
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Please return to the front office no later than Monday, August 12, 2019 so that we can do our best to assist you in forming a carpool group before the first day of school. It is not guaranteed that a carpool will be formed, as sometimes there are a small amount of families in a particular area, or the carpool group is filled to capacity.

OFFICE USE ONLY:	DATE RECEIVED:	CARPPOOL #:
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