

ST. ANDREW THE APOSTLE CATHOLIC SCHOOL CARPOOL ARRIVAL & DISMISSAL PROCEDURES

Carpool drivers are asked to cooperate with the following procedures:

MORNING CARPOOL ARRIVAL—All vehicles will enter the parking lot from Union Mill Road (not Compton Road) and turn right into the church parking lot. Please follow the perimeter of the church parking lot as indicated below, go around the flag pole circle, and drive down the hill until you reach the circle in front of the school. **Students may ONLY disembark on the sidewalks in front of the school when directed to do so by safety patrols and/or school personnel.** After dropping off students, all drivers must exit via Compton Road. Do not exit via Union Mill Road as this creates a safety hazard for arriving drivers.

Carpool drivers of preschool students may get a *Helping Hands Sign* in the school office to display in their front windshield. Morning safety patrols can then identify preschoolers who need to be escorted to the preschool classroom.

Please Note: Carpool drivers may not bypass the church parking lot and come directly in front of the school from Union Mill. This driving pattern may cause a traffic accident and creates friction with carpool drivers who follow arrival procedures. Please do not drop off students in the area next to the Church and drive away as this area is unsupervised by safety patrols and staff.

AFTERNOON DISMISSAL—Drivers are not permitted to park along the Compton Road entrance or in the file lane in front of the school to pick up students exiting the building at dismissal. All carpool drivers must enter the parish grounds via Union Mill Road. Turn right into the church parking lot and proceed to the far end of the lot near the woods to start forming lanes of vehicles from right to left. Once a lane is full, another lane of vehicles should form to the left. **For the safety of others ALL carpool drivers must turn off their engines once they have parked in a carpool lane.**

At the 3:20 PM dismissal bell, school personnel will escort students to the church parking lot, at which time students will immediately proceed to their vehicles. For safety reasons, younger siblings must not play in the parking lot at dismissal. Students and carpool drivers should enter their vehicles and fasten their seatbelts so they are ready to depart. **As a courtesy to other school families who have after school commitments, parents should not socialize with other parents when students enter the parking lot as this delays the dismissal process for everyone.** No vehicle may exit the parking lot until all drivers and children have boarded their vehicles so please be cooperative. School personnel will direct each lane of vehicles to exit the parking lot, beginning with the lane nearest the woods. Please do not “tag” onto earlier carpool lanes so you can depart more quickly.

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Morning Arrival



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Afternoon Dismissal

Late Line



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Other Important Notes about AM and PM Carpool:

- Please wait patiently in line until the car in front of you proceeds to exit. Do not pull around other vehicles.
- Parents should make every effort to make children's appointments after school hours. However, if parents need pick up their children just prior to dismissal, they should make arrangements for pick up so they are able to leave the school grounds prior to 3:20 PM dismissal.
- To foster a more orderly dismissal process, unless on official business, parents may not come into the building at dismissal as this creates an excess noise level in the school office area. Parents should not stand on the sidewalk at the front of the school as this creates confusion for teachers and students exiting the building.
- **Please be prompt in picking up children at the end of the school day.** School personnel will escort students not picked up by the conclusion of the late dismissal line to Extended Day and Extended Day fees will apply for those children.
- For students' protection, carpool drivers must come into the office to sign children in and out of school if arriving late or leaving before the end of the school day.
- For safety and security reasons, the school office must have on record the names of students in carpools. Students are only permitted to ride with persons named by their parents/guardians on the Emergency Care Form as authorized for student pick up. If a child is to ride with a driver different from those listed on school forms or if a family makes other carpool arrangements during the year, the school office must be notified in writing of these changes.
- During the school day, parents may not park in the FIRE LANE in front of the school to pick up children. **THIS CIRCLE IS A FIRE LANE AND IS FOR EMERGENCY VEHICLES ONLY.** Please park your vehicle in a designated parking space and then come into the building. **Never leave any children in an unattended vehicle.**
- With parental cooperation our teachers, staff, and/or student safety patrols will make every effort to expedite the arrival and dismissal process.

LATE LINE: Vehicles arriving after 3:20 PM must enter the property via Compton Road and proceed around the BACK of the school toward the church parking lot to form a single line. Please remain in line until school personnel give a signal to proceed in front of the church