



## Campus Carpool Procedures and Guidelines 2023-2024 School Year

The start of the 2023-2024 academic year is quickly approaching and The Village School team would like to share important information regarding carpool. Our main focus surrounding carpool is the **safety** of our students.

We thank you for your continued support and patience as we work to expedite carpool as quickly as possible, while still ensuring the safety of our students. We are optimistic that after several weeks carpool will begin to flow much more efficiently as the community becomes more familiar with these procedures.

### **Carpool Tags:**

For all Lower School(PK-4th) and Middle School(5th-8th) parents, each family will be assigned a carpool tag number and provided two tags for their family to hang on their vehicles. All families will be assigned a **new** carpool number. Information on how and where to pick up these tags will be provided by each individual division.

### **Rear Window Decals:**

For new families or anyone that needs replacement decals, please email your division representative (page 6 of this document) and they will send a decal home with your child. **Returning families are free to leave the same decal from the 2022-2023 school year on their vehicle.** These decals assist other drivers with entering the carpool line and help our staff identify vehicles that are authorized to drop off and pick up students.

### **Carpool Times:**

<b><u>GRADE</u></b>	<b><u>ARRIVAL</u></b>	<b><u>DEPARTURE</u></b>
PK2   PK3   PK4	8:00 - 8:15 AM	3:00 - 3:15 PM
K - 12	7:30 - 8:00 AM	3:30 - 3:45 PM
<b>School dismisses Wednesdays at 2:30 PM (Except Pre-K @ 2:15)</b>		

## GENERAL CARPOOL GUIDELINES

1. Only students or staff can open and close vehicle doors. Parents/guardians should not exit their vehicles as this will only delay the loading and unloading of students.
2. Please turn on your hazard flashing lights immediately upon pulling next to the curb and entering the carpool line.
3. Upon entering the carpool line for pickup, please display your hang tag on your rearview mirror.
4. Students **MUST** be dropped off and picked up at designated areas. Please **DO NOT** drop off or pick up students in any other area of campus, especially on the street. Designated load & unload zones have been created at the front of each campus
5. Refer to the detailed [Carpool Map](#) to familiarize yourself with all carpool flow protocols and procedures
6. All students will be dismissed at 2:30 on Wednesday and all pick-up procedures will occur as usual.

## LOWER SCHOOL - EARLY CHILDHOOD (PreK 2/PreK 3/PreK 4)

\*\*\*Students **MUST** be dropped off & picked up at the Early Childhood Campus (ECC) carpool only\*\*\*

### **ARRIVAL - Morning Carpool and Drop Off** (8:00 A.M. - 8:15 A.M.)

1. Please enter carpool at Gate #8 located on Whittington. Upon entering the parking lot, parents will then need to turn left and continue through the lot and join the carpool line in front of the ECC.
2. **All PK Students** should use the designated carpool drop-off area in front of the ECC. School staff will assist the student(s) out of their vehicle, but please ensure that the vehicle is at a complete stop before unloading children.
3. Doors do not open until 8:00 AM, so all parents must wait with their child if they arrive before this time.
4. Parents/caregivers should pull up to drop off cones that are spaced apart on the ECC driveway and remain in their vehicles until a staff member opens the car door and unloads their child.
5. All vehicles should exit through the gates located at the front of the Middle School on Gentryside Drive.
6. Staff will open car doors and help students out of the vehicles and into their classrooms.

### **DISMISSAL - Afternoon Carpool and Pick Up** (Starting at 3:00 P.M./2:30 P.M. on Wednesdays)

1. Parents/Caregivers will pull up to drop off cones that are spaced apart on the ECC driveway. Parents/caregivers should remain in their vehicles.
2. Students will remain in the building until their number is called.
3. Staff members will bring students one at a time to their vehicle.
4. Staff members will open vehicle doors and assist students with entry if necessary.
5. **It is the parent's/children's responsibility for buckling seat belts and car seats. If additional time is needed to buckle, please proceed to a parking space after exiting the carpool line.**

## LOWER SCHOOL - ELEMENTARY SCHOOL (Grades Kinder - 4th)

\*\*\*Students in grades **K-4** should drop off & pick up at the Westella circular drive\*\*\*

\*\*\*Students in grades K-4 are **NOT** to be dropped off in Middle or High School in the morning to walk over to the Elementary building. They should not walk over to any other buildings in the afternoon for parent pickup

**General guideline: Oldest child goes to the youngest child's location.**

### **ARRIVAL - Morning Carpool and Drop Off** (7:30 A.M. - 8:00 A.M.)

1. The front of carpool is at the entrance of the Westella circular drive located at 13077 Westella Drive and carpool then wraps around the corner to continue on Whittington Drive.
2. If entering the carpool line **prior to 7:30 AM**, the driver should pull to the curb, and turn on the vehicle's hazard flashing lights.
3. If entering the carpool **after 7:30 AM**, the driver should turn on the vehicle's hazard flashing lights and proceed to the first available designated unloading area.
4. At 7:30 am, the vehicle at the front of the carpool line will be directed to start carpool and enter the designated unloading area. Each car should pull up to the furthest designated carpool load/unload space.

5. School staff will assist students out of the vehicle, but please ensure that the vehicle is at a complete stop before unloading children.
6. Vehicles will have the option to either stay to the left to continue straight down Enclave or take a left on Westella OR you can remain to the right which will be a right turn only out of the carpool line.

#### **DISMISSAL - Afternoon Carpool and Pick Up** (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. If entering the carpool line prior to your designated carpool time, the driver should pull to the curb, turn on the vehicle's hazard flashing lights, and display the carpool number hang tag on the rearview mirror.
2. At 3:30 PM, please follow the flow of traffic to continue to the carpool pick-up area. If you are the first vehicle in line, please be sure to lead the carpool line at 3:30 PM.
3. Please follow the instruction of the school staff supervising carpool as well as all officers directing traffic.
4. Vehicles will have the option to either stay to the left to continue straight down Enclave or take a left on Westella OR you can remain to the right which will be a right turn only out of the carpool line.

#### **Walkers - UPDATES**

- Only families that live within walking distance should be walking their child to-from the drop-off/pick-up areas each day.
- Any family that drives to and from school school should **not** park their vehicle and walk their child to drop-off or for pickup
- For any walkers, please use the sidewalks along the front of the school. Do not walk across the carpool circular drive; this is too dangerous for our students and you.
- When you arrive to pick-up your child, please bring your carpool tag to the library playground gate and your child will be called

## **MIDDLE SCHOOL (Grades 5-8)**

\*\*\*Grades 7 and 8 students can be picked-up and dropped-off at either the MS Campus or the HS Campus\*\*\*

#### **ARRIVAL - Morning Carpool and Drop Off** (7:30 A.M. - 7:50 A.M.)

1. Carpool will take place at the front of the Middle School located at 2005 Gentryside Drive (Gate #11) and the carpool line then continues South down Gentryside Drive.
2. If entering the carpool line **prior to 7:30 AM**, the driver should pull to the curb and turn on the vehicle's hazard flashing lights.
3. If entering the carpool **after 7:30 AM**, the driver should turn on the vehicle's hazard flashing lights and proceed to the first available designated unloading area.
4. Parents/guardians will pull up to the designed drop off location in front of the Middle School main building, as directed. Parents/guardians should remain in their vehicle.
5. Grade 7-8 students may be dropped off at the High School but cannot go into buildings on the High School campus. Students should proceed directly to the Middle School front entrance.
6. Proceed to the exit and turn **right only** onto Gentryside Drive.

## **DISMISSAL - Afternoon Carpool and Pick Up** (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. Grade 7-8 students without younger Middle School siblings may walk across to the High School for pick up.
2. Middle School students with Elementary School siblings may cross the bridge for pick up at Elementary.
3. Students who ride the bus will walk over to the bus departure area via the bridge.
4. All Middle School students waiting to be picked up will wait in the cafeteria
5. Parents/guardians will pull up to the pick up location at the front of the Middle School building, as directed. Carpool numbers should be displayed from the rear-view mirror in the vehicle. Parents/guardians should remain in their vehicle.
6. A staff member on duty will announce the carpool numbers only of waiting vehicles at the middle school campus. Announcements are broadcast into the cafeteria and front lobby. Students will move directly to their vehicle after their carpool number is announced.
7. Proceed to the exit and turn **right only** onto Gentryside Drive.
8. Please do not pick your child up on the street; this is not a safe area to have your child enter your vehicle.

## **HIGH SCHOOL**

**\*\*\*Students in grades 9-12 should drop off & pick up at the front of the High School (Whittington Dr.)\*\*\***

Families with students enrolled in both Elementary (K-4) **AND** Middle/High School (grades 5-12) **MUST** drop off & pick up at the Westella circular drive. (Option: Families can do separate drop off & pick up should they choose – one at Westella and one at the Middle School or High School campus designated area).

**High School Student Parking:** High School Seniors and Juniors who drive to school are required to park in the student lot on the Whittington campus and must have a proper parking pass sticker on their vehicle. They may enter the parking lot beginning at 7:30 A.M. along with the carpool and park in designated student parking only.

## **ARRIVAL - Morning Carpool and Drop Off** (7:30 A.M. - 8:00 A.M.)

1. High School carpool drop off is located at 13051 Whittington Drive and the carpool entrance is the second gate on the left hand side going West on Whittington (Gate #1). Vehicles entering for carpool should proceed through the parking lot and wrap around to the front of the High School building for drop off.
2. At 7:30 AM, carpool will begin and students may begin to exit the vehicle **ONLY** at the designated unloading areas including the front of the high school or along the sidewalks.
3. Students that are dropped off prior to 7:30 AM should report to the cafeteria or courtyard unless they have a scheduled meeting with a teacher.
4. An Officer will direct you as you exit the circular drive to assist in keeping traffic flow moving.

## **DISMISSAL - Afternoon Carpool and Pick Up** (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. If entering the carpool line prior to 3:30 PM, the driver should pull to the front of the load/unload zones at the High School building. HS families will not be issued carpool tags and vehicles picking up HS students will not need to display a tag.
2. When all load/unload zones are full, the remaining vehicles should form a single line wrapping around the parking lot.
3. Any vehicles waiting in carpool line, but are not in the parking lot, should pull to the curb on the High School side of Gentryside Drive and turn on the vehicle's hazard flashing lights.
4. As carpool tags are not provided or used for high school students, we ask that parents/guardians text or call

their child to inform them of their arrival.

5. Please do not pick your child up on the street, this is not a safe area to have your child enter your vehicle.

### **General Carpool Reminders**

- Refrain from making U-turns in the middle of the street. If you need to join the carpool line located on the other side of the street, please find a safe and appropriate area to join the carpool line.
- **DO NOT** cut in any carpool line. When joining a carpool line, make certain it is the end of the line. Breaking into line will only cause tempers to flair.
- For elementary morning drop-off, your child should be prepared to exit the vehicle along with their backpack and lunch bag with the assistance of carpool personnel.
- **DO NOT** use a cell phone during carpool. In addition to it being illegal to use cell phones in a school zone, there is much activity during this time and for the safety of all involved, it is important that each driver is fully focused on driving and aware of their surroundings.
- While on campus please ensure that you are driving at a reasonable speed and obeying all school speed limit signs. When driving in parking lots, please be aware of your surroundings and drive no faster than **5 miles per hour**.
- **DO NOT** block any driveways while waiting in the carpool line.
- Refrain from blocking city bus drop-off and pick-up locations. Look for signs that indicate what areas you should leave open for the city bus.
- A driver should not exit their vehicle during carpool to assist their child. Allow staff to assist in unloading and loading to make for a more efficient drop-off/pick-up process. In addition, **it is the parent's/children's responsibility for buckling seatbelts and carseats.**
- Parking in an undesignated spot and allowing a child to walk to a morning class is not permitted. Students are only permitted to be dropped off at the designated locations in front of each school.
- Drivers will not be permitted to enter gates located on Whittington in front of the Moore Gymnasium for drop off as this will only be available for staff parking.
- **NEVER** walk across the street unless an HPD Officer has stopped traffic and has given you the all clear to cross.
- It is important that all vehicles obey the directions from all HPD Police & Security Officers. They are set in place to keep the flow of traffic moving in the safest way possible.
- Please make certain to hang your carpool tag on the vehicle's rear view mirror so that the number can be clearly seen by school personnel.
- Be certain to communicate with your child where you intend to collect them at the end of the school day. This will ensure that the carpool line is not detained by school staff having to search for the child.

## **ADDITIONAL CARPOOL INFORMATION**

### **Contact Information**

If you have any questions, concerns, or feedback regarding carpool, please contact the below division-specific representative for assistance.

- **Early Childhood** (PK 2, 3, 4)
  - Jennifer Barker - [jennifer.barker@thevillageschool.com](mailto:jennifer.barker@thevillageschool.com)
- **Elementary School** (Grades K-4)
  - Carolyn Anshus - [carolyn.anshus@thevillageschool.com](mailto:carolyn.anshus@thevillageschool.com)
- **Middle School** (Grades 5-8)
  - Kathy Alvarado - [alvarado@thevillageschool.com](mailto:alvarado@thevillageschool.com)
- **High School** (Grades 9-12)
  - Billy Pinkston - [billy.pinkston@thevillageschool.com](mailto:billy.pinkston@thevillageschool.com)

### **Replacement/Additional Carpool Tags and Sticker**

- If you require additional vehicle stickers/tags or need replacements, please visit the front desk receptionist at each division to provide you with these items.