

CARPOOL INFORMATION

The carpool directions for arrival and dismissal are described below. Please reacquaint yourselves with these procedures.

NUMBER ASSIGNMENTS:

Once all information sheets are returned to the school, carpool numbers will be assigned. These numbers will be distributed at Sneak-a-Peek (before school starts). As before, the first number denotes the grade of the youngest child in the car, followed by a dash and the second number. Please display your carpool number on the dash during dismissal.

DIRECTING FLOW OF TRAFFIC:

Teachers and or students trained in safety patrol will assist in directing the flow of traffic during arrival and dismissal. Teachers are there to ensure the safety of our children and must be obeyed at all times.

ARRIVAL OF STUDENTS:

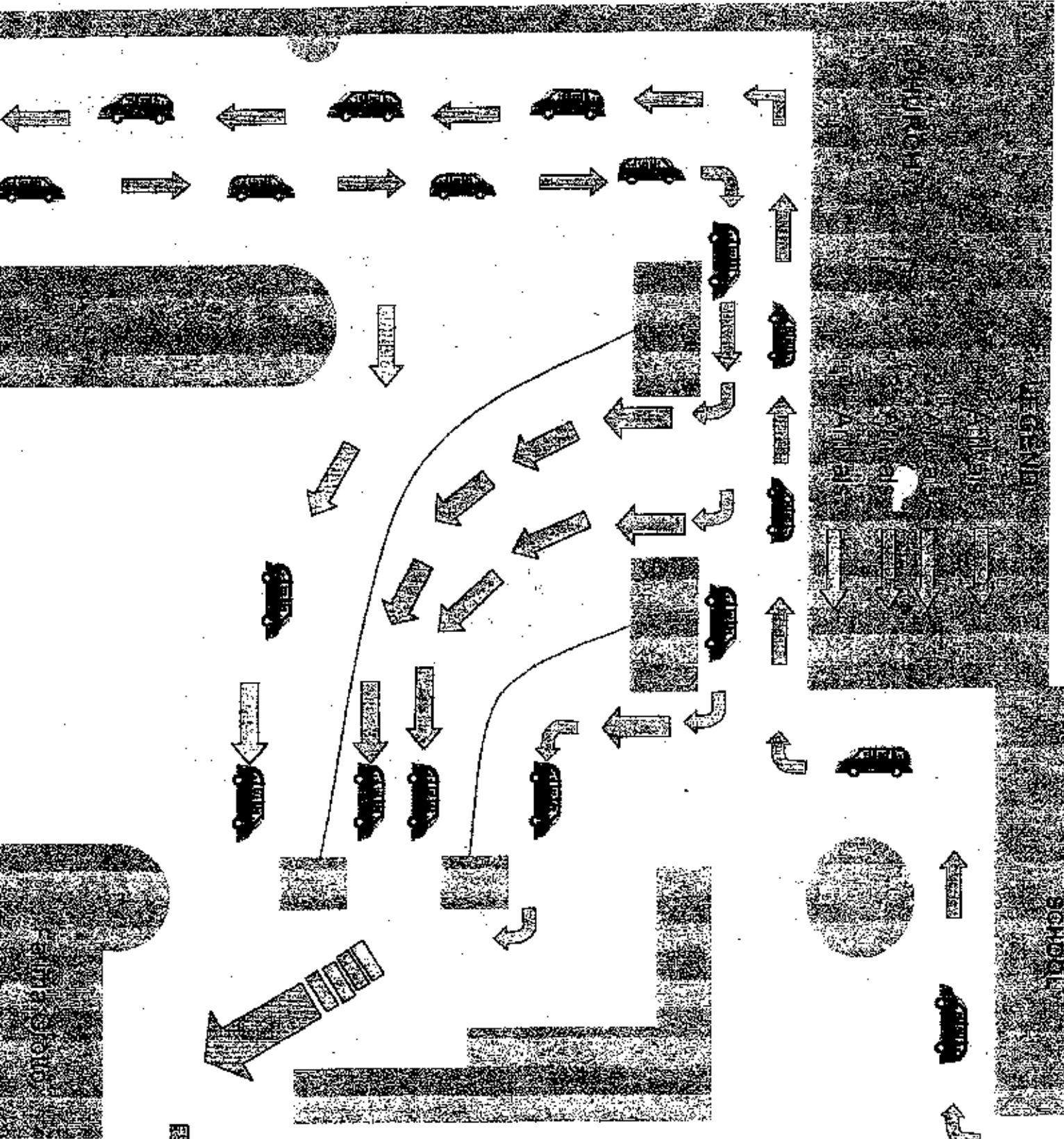
1. Children should be dropped off between 7:45 and 8:00. **CHILDREN WILL NOT BE ALLOWED IN THE BUILDING PRIOR TO 7:45 A.M. UNLESS ENROLLED IN THE MORNING EXTENDED CARE PROGRAM.** The school will not be held accountable for children who are dropped off prior to the designated time. Written warnings will be sent to anyone violating this policy.
2. All traffic will enter the grounds via the East entrance and continue up the drive down to lower lot by cafeteria doors. Follow the outside perimeter of the lower lot and move forward until parallel to the cafeteria doors. At this time, students will exit from cars and proceed into the school. Please help maintain the flow of traffic by staying in your car and by saying farewells to your children before they exit from your car.
3. To exit the grounds, drive forward and turn right through the staff lot. Continue straight until you reach Old Keene Mill Road.
4. If you arrive late, and the barricades are blocking the entrance to the lower lot (barricades go up at 8:00 a.m.) Turn left and pull up to the front of the Church where teachers and patrols will be standing to help your children out of your car. Children should exit from the right passenger side only.
5. **REMEMBER:**
Do not exceed 10 mph on the church grounds
DO NOT PULL AROUND DRIVERS WHO ARE DISCHARGING STUDENTS
Anyone jeopardizing the safety of our children will be fined.
Be careful and courteous to parishioners exiting from Mass.
6. Do not use a cell phone while driving on school grounds. This policy is in place for the safety of all children.
7. Parents who wish to escort their child(ren) into school **MUST** park in the Church Lot so as not to impede the flow of traffic.

DISMISSAL PROCEDURES – PLEASE READ CAREFULLY

DISMISSAL:

1. We must keep the main road to the school clear of cars in case of an emergency; Therefore, cars should line up in the lower Church lot in front of the Fatima Grotto (please see attached diagram for directions)
2. All cars will enter via the West entrance onto the grounds. Make your first right around the island and proceed to line up as described in the diagram. When dismissal begins, take a left onto Nativity Drive and proceed to the school's lower lot.
3. **PLEASE KEEP YOU CARPOOL NUMBER ON YOUR DASHBOARD IN VIEW OF THE SAFETY PATROL.** To ensure the patrol's safety, they will be located on the sidewalk in front of the school's main entrance.
4. At the lower lot, make two lines that follow the outside perimeter of the lot. The safety patrol will direct the flow of traffic. Turn off engines and wait for all students to be loaded before restarting your car.
5. When all children are safely in their cars, the group will be directed out by the safety patrol. **Cars should proceed back through the staff lot and exit via the West exit so not to interfere with cars still waiting to turn onto Nativity Lane.**
6. Teachers will have a CARPOOL number list for students to help ensure that students get to their appropriate vehicles...
7. When riders in a CARPOOL consist of several children in various grades, the older children will move to the youngest child and assist in bringing the younger rider to their vehicle.
8. Do not use cell phones while driving on school grounds.
9. Please remain in you car when children are loading.
10. Do not park in the main lot and walk up to retrieve your riders unless granted special permission.
11. **IF A STUDENT IS PICKED UP BY SOMEONE OTHER THAN A CARPOOL MEMBER, A NOTE TO THE TEACHER STATING THE DRIVER'S NAME AND ANY INSTRUCTIONS MUST ACCOMPANY THE STUDENT.**

REMEMBER: -- If you are late picking up your rider(s), student(s) will be relocated to Extended Care. Be Careful driving in the parking lot as staff and parishioners may be leaving as well. Make sure the student and teacher are aware of any changes in carpool for that day.



Proceed to pick-up area, then exit to your right

DO NOT ENTER OR EXIT