

ATTENTION! PLEASE READ!

Pre-K Carpool Procedure

- 1. Wednesday, September 5th will be the first day of carpool drop off and pick up. You may park in a parking space and walk to the gate to pick up/drop off your child if you choose to do so.**
- 2. Enter the parking lot at the FIRST entrance on the right hand side. Then make an immediate right turn. You will make a U shape in the parking lot so that the passenger side of your vehicle will end up on the right hand side next to the playground gate. You will see a sign on the corner that says Pre-K Carpool. Pull up to the curb and one of us will signal you as where to stop. We are not allowed to block the handicap parking spaces, so we will only allow 2-3 cars at a time to be by the playground curb. The rest of the line will need to wait behind the handicap spaces until there is room for another car to pull up.**
- 3. We will be sending home a Pre-K carpool sign with your child's name on it. Please keep this in your vehicle. When you pull up, please roll down your passenger window and present the sign. This will help us clearly identify who you are until we get to know everyone's vehicle. If someone other than the parent is picking up your child, please make sure that you put their names down as an authorized pick up in your registration packet. I will be sending another form home on the first day of school just in case you need to add anyone to the list.**
- 4. Make sure that your child's car seat is on the right hand side.**
- 5. Please stay in your vehicle. We will assist your child in and out of the car and escort them safely to and from the playground. Please keep your child in their seat until we open the car door.**
- 6. If you have anything that you need to communicate to Ms. Cruz or myself, please email, call, or we can set a time to chat if need be. We**

- of course want to hear what you have to say, but we must keep the car line moving.
7. If you are tardy, you will need to find a spot in the parking lot and walk your child to the classroom. You will then need to sign in at the kiosk in order to be let through the double doors.
 8. A.M. drop off is from 8:00-8:10 A.M. pick up is 11:00-11:10.
 9. P.m. drop off is from 11:50-12:00 P.M. pick up is 2:50-3:00.
We will not open the gate before these times and the gate will close promptly at those times. Please make every effort to be on time.
 10. After you pick up/drop off your child, you will need to exit the parking lot to the right. U-turns are NOT permitted in our school zone. You must turn right into the school drive way. The left hand lane is for through traffic.

Thank you all so much for your cooperation. I know this seems like a lot, but please know that this is for the safety of everyone. We will have it down to a comfortable routine before you know it. If you have any questions or concerns, please let me know.

Mrs. C. and Ms. C. 😊