



CARPOOL PROCEDURES

MORNING CARPOOL

7:25 AM TO 7:45 AM

7:00-7:30 Early
Care in ES
Cafeteria (fee
applies)

AFTERNOON CARPOOL

2:50 PM TO 3:15 PM

Late pickup
at the ES front
office
(fee applies after
3:20)

- PK students and their older siblings will be dropped off and picked at the ES CAFETERIA.
- K-5th Grade students will be dropped off and picked up at the ES GYM.
- Do not exit your vehicle during morning carpool, students exit vehicles on the right, only patrols open and close car doors.
- Be mindful not to block the flow of traffic at intersections and of directional signs.
- Communicate carpool changes, via email, to the front office AND to your student's teacher.
- Prominently display student name placard during afternoon carpool.
- Turn off engine, exit car, and greet your student during afternoon carpool.



- **No cell phone use while driving on campus** — hands-free devices only.
- **Do not park elsewhere on campus and walk up** to retrieve your child during carpool.
- **Only high school students** may pick up younger siblings; middle school students may not unless Admin approves.
- **Update your student's authorized pickup list** in FACTS under Web Forms.
- **Teachers are not allowed to buckle students** into car seats.



CARPOOL MAP



— PreK

— K-5th