

Carpool Procedures & Expectations

Every elementary and middle school family will be issued two (2) Corvian carpool tags free of charge. Tags at the elementary school may be obtained at the Covenant Conference. Tags at the MS may be obtained during 5-8th grade schedule pick-up. You must have the school issued carpool tag in your car to pick up your child. **If you do not have your Corvian carpool tag and carpool sign you will be asked to park and come inside to show your ID before being allowed to pick up your child.** This process allows us to ensure that every child is going home with the right person. Please hang your school issued carpool tag on a hanger and hang it from your rearview mirror.

If you need replacement tags or would like to purchase additional tags, please contact the front desk of 17 the building your student attends. Additional tags will cost \$25 each.

For the safety of our students, parents should refrain from using cell phones while the carpool line is in motion. This includes hands-free calls, Facebook, checking emails, etc. Cell phones are a distraction that put staff and students at risk. **If a driver is seen using their cell phone during carpool, they will be asked to put it away. If you are asked on more than one occasion to put away your phone, your carpool privileges may be revoked for a period of time as seen fit by our administrative team.**

Pets in cars during carpool must be restrained.

Elementary School Morning and Afternoon Carpool Procedures

NO LEFT TURNS into or out of the parking lot is permitted during all carpool hours. This will keep carpool running smoothly. Please obey traffic patterns.

Morning Carpool (7:45-8:10am)

1. You may not drop your child off earlier than 7:45am. **Students who are dropped off early will be sent to before school care (BSC). Please note you will be charged the fee for the use of before school care.**
2. In order to be good neighbors to our business park community, we ask that you arrive at a time that limits your queue time on David Taylor Road.
3. RIGHT TURN into the parking lot beginning at 7:40am. **Left turns are not permitted.**
4. Students are not permitted to exit their vehicle until prompted by school staff.
5. Elementary school staff will be stationed to greet students and direct parking lot traffic. Please follow directions from staff.
6. **No left turn out of the parking lot.** Right turn to exit only.
7. If you arrive after 8:10am you must park and walk your child in. An adult must walk their child in and sign them in if they are late. Students are not allowed to check themselves in.

Afternoon Carpool (2:35-3:05pm)

1. Afternoon carpool lanes will not open until 2:35pm.
2. In order to be good neighbors to our business park community, we ask that you arrive at a time that limits your queue time on David Taylor Road.
3. RIGHT TURN into the parking lot only. Left turns are not permitted.
4. **You must have your carpool sign (child's name, grade, teacher) AND Corvian carpool tag displayed and easily visible. If you are missing one or both of these items you will be asked to park and walk into the building to show your ID at the front desk.**
5. Elementary school staff will be stationed to direct parking lot traffic. Please follow directions from staff.

6. Staff will direct you when to move to pick up your child at the front entrance. If your child does not come when their name is called we will ask you to pull to the front of the line where the cone is marked "Recall."
7. **No left turn out of the parking lot.** Right turn to exit only.
8. **If you arrive after 3:05pm you must park and walk inside. Your child will be in aftercare. Please note you will be charged a fee for the use of after school care (ASC).**

Walk-up Procedures

If you would like to park and walk to drop off or pick up your child you may do so provided you follow all expectations:

1. Morning carpool is from 7:45-8:10am. You may not drop your child off earlier than 7:45am. **Students who are dropped off early will be sent to before school care (BSC). Please note you will be charged a fee for the use of before school care.**
2. Afternoon carpool is from 2:35-3:05pm. You may line up at 2:35pm, no earlier.
3. **Pets are not permitted.**
4. Parking in the school lot for walk-up pick up is not permitted.
5. **You must have your carpool sign (with your child's name, grade, teacher), AND Corvian carpool tag. If you are missing one or both of these items you will be asked to walk into the building to show your ID at the front desk.**
6. You will queue on the sidewalk of the right doorway entrance, alongside the brick wall. You will not need to enter the building.
7. Elementary school staff will be stationed to call your child from class.

Severe Weather Procedures

Our number one priority during carpool is the safety of students and staff. In the event that lightning strikes within ten miles of campus, we will cease carpool procedures for 30 minutes, as is recommended by [OSHA guidelines](#). Once the lightning has subsided we will resume with normal carpool procedures.

If you are unable to wait until the lightning has cleared, you are welcome to park and walk into the building to collect your children.

Elementary Carpool Reminders

- Please refrain from cell phone use (including hands-free). For the safety of the students and staff members moving between and around cars, we need 100% of your attention at all times.
- All children are required to get out of the car on the right side. This is to ensure that no children are out where cars might be driving past. We also ask that you stay in the car at all times. If you need to get out for any reason, we ask that you let a carpool worker know and they will direct you to a parking space.
- Please pay attention to the carpool workers and follow their instructions. They are working to keep carpool moving in a safe and efficient manner. They require your participation and cooperation.
- Please refrain from having conversations with the teachers working carpool. If you have a question for one of the staff, please email them.
- Enter into the school lot at 7:40 (for morning carpool) or 2:35 (for afternoon carpool) and form a single line in the right lane. Please stop at the last cone and when carpool begins a carpool worker will direct you to move forward.

- When you are in your line on David Taylor Drive waiting to enter the school, please pull as close to the curb as possible and turn on your flashers. This will allow for traffic to safely go around you and allow fellow carpoolers to know who is in the carpool line.