

# ***Lower Campus AM Carpool Rules***

**Carpool begins at 7:20 am and ends at 7:40 am.**

**Speed Limit is 5 MPH. Please stay in line.**

**Please do not use cell phones while in the carpool line.**

**Keep children inside cars while waiting in the carpool line**

## **Entering the parking lot:**

- Please drive slowly!
- Please follow the directive of school personnel.
- EVERYONE MUST USE CARPOOL! Having additional pedestrians slows down the process and is hazardous. Please stay in your vehicle and allow staff to open the car door and assist the students.
- If you have business at the front desk and must escort your student inside, please use the crosswalks. Otherwise, do not accompany your student into the building.
- You may choose to drop off at door 1 or 2 (front side of building) only.
- Form 1 lane and **stay in the lane**. Children need to exit the vehicle on the passenger side (close to the school). To avoid accidents, please **STAY IN LINE**, until you exit the carpool lane, at the end of the school building.
- Shuttles need to pull up all the way to the front of the line to release students, in order not to hold up the carpool line for longer than needed.

## **While in line waiting:**

- Have your child ready to go! Have the backpack ready and anything else that the child needs to take.
- Do not let students get out of the car until you see personnel receiving your children. If the front doors are still closed, do not let your children come into school by themselves.
- Do not talk or text on the phone.
- Be watchful of teachers and students crossing the lanes.
- Roll down your window if personnel approach your vehicle.

## **Exiting the parking lot:**

- Please wait in line to exit the parking lot. **Do not pull out of line or drive across the parking lot.**

## **Q&A:**

### **Can I enter the school during carpool?**

No, please wait until carpool is over to come into the school. You can call the **front desk at 470-222-7420** should you need to talk to someone during carpool.

### **What if I need to come into the school?**

Please let your children come in through carpool line and then park your vehicle. After carpool ends, you may enter through door #1 (front desk) and sign in. Nobody, other than students, is allowed to enter through the other doors (even when they are open). To keep all students safe, everyone has to sign in and receive an ID-sticker at the front desk.

### **When does carpool start / end?**

Carpool starts at 7:20 am and ends at 7:40 am.

### **What if I am late?**

Anyone arriving after 7:40 am will need to **park and accompany** his/her child(ren) into the building. You will be asked to sign in your child(ren) and your child(ren) will receive a tardy pass. Repeated tardiness will have consequences. Please refer to the Family Handbook to find out more about tardiness and absentness.

# **Lower Campus PM Carpool Rules**

**Carpool begins at 2:20 pm (1:20 on Wednesdays) and ends at 2:40 pm (1:40 on Wednesday).**

## **Entering the parking lot:**

- Please drive slowly! The speed limit is 5 MPH.
- Please follow the directive of school personnel.
- Exiting vehicles have the right of way.
- Please stop *on the road* before turning into the parking lot to let others exit the parking lot.
- Form 2 lanes and **stay in the lane you picked**. Children are organized for dismissal according to the lane you arrive in. To avoid creating confusion, there is to be **NO SWITCHING OF LANES** (even if it seems faster).
- Display your carpool number clearly for the teachers to write down and type into the system (tinted glass may prevent us from seeing the numbers).

## **While in line waiting:**

- Do not remove the carpool number until after you have collected all of your riders.
- Do not talk or text on the phone.
- Be watchful of teachers and students crossing the lanes.
- Roll down your window if personnel approaches your vehicle.
- If your child is not present during the loading period, please park to the right or left of the carpool line to wait in your car for your child to arrive. A teacher will accompany your child to your vehicle.

## **Exiting the parking lot:**

- You will have the right of way; however, please watch for cars that may not be part of carpool.

## **Q&A:**

### **Can I enter the school during carpool?**

No. The front doors will be locked for the duration of carpool. They will open as soon as carpool is over. You can call the **front desk at 470-222-7420** should you need to talk to someone during carpool.

### **What if I forgot my carpool number?**

You will be asked to park the vehicle and wait until carpool is over. Then, you may pickup your child and a new carpool number, if needed, from the front desk. This is for the safety of your child to ensure that only authorized individuals pick him/her up.

### **Will anyone with the carpool number be able to pick up my child?**

Yes, we do not ID the person that picks up a child, if the person has the **ICSAtlanta Carpool number**.

### **What if I lose the carpool number?**

Please come to the front office with your photo id to get another set of numbers printed. We will NOT accept handwritten numbers or self-printed numbers.

### **When does carpool start / end?**

Carpool starts promptly at 2:20 pm (1:20 Wed) and ends at 2:40 pm (1:40 Wed). You will have to be in line by 2:40 pm; otherwise, we will ask you to park and pick up your child at the front desk.

### **What if I am late?**

You will be charged \$7 for the first 10 minutes and then \$1.00 per minute after that (per child). The front office will attempt to reach you on the phone numbers you have provided. If we are unable to reach you or after repeated late-pickups, the appropriate authorities will be notified.