



THE VILLAGE SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

Campus Carpool Procedures and Guidelines 2020-2021 School Year

The start to the 2020-2021 academic year is quickly approaching and The Village School team would like to share very important information regarding carpool. Our main focus surrounding carpool is the **safety** of our students.

We thank you for your continued support and patience as we work to expedite carpool as quickly as possible, while still ensuring the safety of our students. With the extra precautions that we will be taking this year to ensure a safe entry and departure from campus, we do anticipate that carpool may be a bit delayed at the start of the school year. We are optimistic that after several weeks carpool will begin to flow much more efficiently as the community becomes more familized with these procedures.

Carpool Tags:

For all Finna, Elementary, and Middle School parents, each family will be assigned a carpool tag number and provided three tags for their family to hang on their vehicles. **During this school year, returning families will be using the same carpool numbers as assigned during the 2019-2020 academic year.** Carpool Numbers were distributed with the Instructional Packets.

Rear Window Decals:

For new families or anyone that needs replacement decals, please email your division representative (page 6 of this document) and they will send a decal home with your child. **Returning families are free to leave the same decal from 2019-2020 school year on your vehicle.** These decals assist other drivers with entering carpool and help our staff identify vehicles that are authorized to drop-off and pick-up students.

GENERAL CARPOOL GUIDELINES

1. Parents will not be allowed to enter the building before, during, or after school for arrivals or dismissals.
2. Only students or staff can open and close vehicle doors. Parents/guardians should not exit their vehicle.
3. Masks must be worn when on campus and outside of any vehicle.
4. Hand washing and/or sanitizing should be performed regularly by staff and students, especially after any use of accessible items such as vehicle door handles, gates/doors, or shared items.
5. Whenever possible, students and staff should practice safe physical distancing between them and other individuals.
6. Please turn on your hazard flashing lights immediately upon pulling next to the curb and entering the carpool line.
7. Upon entering the carpool line for pickup, please display your hang tag on your rearview mirror.
8. Students **MUST** be dropped off and picked up at designated areas. Please **DO NOT** drop off or pick up students in any other area of campus, especially on the street.
9. Refer to the full detailed carpool map to familiarize yourself with all carpool flow protocols and procedures.
10. All students will be dismissed at 2:30 on Wednesday and all pick-up procedures will occur as usual.

FINNA

ARRIVAL - Morning Carpool and Drop Off (8:00 A.M. - 8:15 A.M.)

1. Parents/caregivers will pull up to drop off cones that are spaced apart on the Finna driveway. Parents /caregivers should remain in their vehicles.
2. Student temperatures will be taken. If temperature is over 99.5 degrees Fahrenheit, the child may not enter campus.
3. Staff will open car doors and help students out of the vehicles and into their classrooms.
4. Students will wash hands immediately upon classroom entry. Staff will sanitize their hands after each student and before assisting further students.

DISMISSAL - Afternoon Carpool and Pick Up (Starting at 3:00 P.M./2:15 P.M. on Wednesdays)

1. Parents/Caregivers will pull up to drop off cones that are spaced apart on the Finna driveway . Parents/caregivers should remain in their vehicles.
2. Students will remain in their classrooms until their number is called.
3. Staff members will bring students one at a time to their vehicle.
4. Staff members will open vehicle doors and assist students with entry if necessary.
5. Staff members will thoroughly sanitize hands before retrieving the next student.

General Carpool Reminders

- Refrain from making U-turns in the middle of the street. If you need to join the carpool line located on the other side of the street, please find a safe and appropriate area to pull into to join the carpool line.
- **DO NOT** cut in any carpool line. When joining a carpool line make certain it is the end of the line. Breaking into line will only cause tempers to flair.
- For elementary morning drop-off, your child should be prepared to exit the vehicle along with their backpack and lunch bag with the assistance of carpool personnel.
- **DO NOT** use a cell phone during carpool. In addition to it being illegal to use cell phones in a school zone, there is much activity during this time and for the safety of all involved it is important that each driver is fully focused on driving and aware of their surroundings.
- While on campus please ensure that you are driving at a reasonable speed and obeying all school speed limit signs. When driving in parking lots, please be aware of your surroundings and drive no faster than **5 miles per hour**.
- **DO NOT** block any driveways while waiting in carpool line.
- Refrain from blocking city bus drop-off and pick-up locations. Look for signs that indicate what areas you should leave open for the city bus.
- A driver should not exit their vehicle during carpool to assist their child. Allow staff to assist in unloading and loading to make for a more efficient drop-off/pick-up process. In addition, **it is the parent's/children's responsibility for buckling seatbelts and carseats.**
- Parking in an undesignated spot and allowing a child to walk to a morning class is not permitted. Students are only permitted to be dropped off at the designated locations in front of each school.

- Drivers will not be permitted to enter gates located on Whittington in front of the Moore Gymnasium for drop off as this will only be available for staff parking.
- **NEVER** walk across the street unless an HPD Officer has stopped traffic and has given you the all clear to cross.
- It is important that all vehicles obey the directions from all HPD Police & Security Officers. They are set in place to keep the flow of traffic moving in the safest way possible.
- Please make certain to hang your carpool tag on the vehicle's rear view mirror so that the number can be clearly seen by school personnel.
- Be certain to communicate with your child where you intend to collect them at the end of the school day. This will ensure that the carpool line is not detained by school staff having to search for the child.

ADDITIONAL CARPOOL INFORMATION

Contact Information

If you have any questions, concerns, or feedback regarding carpool, please contact the below division specific representative to assist.

- **Finna/Early Childhood** (PK 2, 3, 4)
 - o Sandra Flocks - sflocks@thevillageschool.com
- **Elementary School** (Grades K-4)
 - o Carolyn Anshus - anshus@thevillageschool.com
- **Middle School** (Grades 5-8)
 - o Kathy Alvarado - alvarado@thevillageschool.com
- **High School** (Grades 9-12)
 - o Billy Pinkston - billy.pinkston@thevillageschool.com

Replacement/Additional Carpool Tags and Sticker

- If you require additional vehicle stickers/tags or need replacements, please visit the front desk receptionist at each division to provide you with these items.