



**THE VILLAGE SCHOOL**  
A NORD ANGLIA EDUCATION SCHOOL

## **Campus Carpool Procedures and Guidelines 2021-2022 School Year**

The start to the 2021-2022 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. All families will be assigned a new carpool number. Information on how and where to pickup these tags up will be provided by each individual division.

### **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 2020-2021 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. Based on the updated CDC Guidelines, we will no longer require pre-screening during morning arrival, including taking student temperatures and spraying hands with sanitizer. We do continue to encourage staff and students to wash and/or sanitize their hands as they walk into the building.
2. Parents will not be allowed to enter the building before, during, or after school for arrivals or dismissals.
3. Only students or staff can open and close vehicle doors. Parents/guardians should not exit their vehicle.
4. Please turn on your hazard flashing lights immediately upon pulling next to the curb and entering the carpool line.
5. Upon entering the carpool line for pickup, please display your hang tag on your rearview mirror.
6. 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.
7. Refer to the full detailed carpool map to familiarize yourself with all carpool flow protocols and procedures.
8. All students will be dismissed at 2:30 on Wednesday and all pick-up procedures will occur as usual.
9. Refer to the detailed [Carpool Map](#) to familiarize yourself with all carpool flow protocols and procedures
10. Designated load & unload zones have been created at the Westella circular drive, at the West side of the Middle School building and at the West side of the High School building. Each of these load/unload zones are numbered. Students **MUST** be dropped off and picked up at these designated areas. Please **DO NOT** drop off or pick up students in any other area of campus, especially on the street.

## FINNA (PreK 2/PreK 3/PreK 4)

**\*\*\*Finna students MUST be dropped off & picked up at the Finna Learning Center carpool only\*\*\***

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

1. Please enter carpool at Gate #8 located on Whittington. Upon entering the parking lot, parents will then need to turn left and continue through the lot and join the carpool line in front of the Finna Learning Center.
2. **All Finna Students** should use the designated carpool drop-off area in front of the FLC. School staff will assist the student(s) out of their vehicle, but please ensure that the vehicle is at a complete stop before unloading children.
3. Doors do not open until 8:00 AM, so all parents must wait with their child if they arrive before this time.
4. All vehicles should exit through the gates located at the front of the Middle School on Gentryside Drive. Parents/caregivers will pull up to drop off cones that are spaced apart on the Finna driveway. Parents /caregivers should remain in their vehicles.
5. Staff will open car doors and help students out of the vehicles and into their classrooms.

### **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.

## ELEMENTARY SCHOOL (Grades Kinder - 4th)

**\*\*\*Students in grades K-4 should drop off & pick up at the Westella circular drive\*\*\***

**\*\*\*Students in grades K-4 are NOT dropped off in Middle or High School in the morning to walk over to the Elementary building. They also will not walk over to any other buildings in the afternoon for parent pickup**

**General guideline: Oldest child goes to the youngest child's location.**

### **ARRIVAL - Morning Carpool and Drop Off** (7:30 A.M. - 8:00 A.M.)

1. The front of carpool is at the entrance of the Westella circular drive located at 13077 Westella Drive and carpool then wraps around the corner to continue on Whittington Drive.
2. If entering the carpool line **prior to 7:30 AM**, the driver should pull to the curb, and turn on the vehicle's hazard flashing lights.
3. If entering the carpool **after 7:30 AM**, the driver should turn on the vehicle's hazard flashing lights and proceed to the first available designated unloading area.
4. At 7:30 am, the vehicle at the front of the carpool line will be directed to start carpool and enter the designated unloading area. Each car should pull up to the furthest designated carpool load/unload space.
5. School staff will assist students out of the vehicle, but please ensure that the vehicle is at a complete stop before unloading children.

6. An officer will direct you to exit and turn **right only** onto Westella from the circular drive to assist in keeping traffic flow moving.

### **Walker Drop Off**

- Walker drop off is at the front doors of the Westella circular drive located at 13077 Westella Drive
- Use the sidewalks along the front of the school. Do not walk across the carpool circular drive; this is too dangerous for our students and you.
- Drop your students off in the lobby. Do not enter the school hallways; this is to keep our school secure.

### **DISMISSAL - Afternoon Carpool and Pick Up** (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. If entering the carpool line prior to your designated carpool time, the driver should pull to the curb, turn on the vehicle's hazard flashing lights, and display the carpool number hang tag on the rearview mirror.
2. At 3:30 PM, please follow the flow of traffic to continue to the carpool pick-up area. If you are the first vehicle in line, please be sure to lead the carpool line at 3:30 PM.
3. Please follow the instruction of the school staff supervising carpool as well as all officers directing traffic.
4. An officer will direct you to exit and turn **right only** onto Westella from the circular drive to assist in keeping traffic flow moving.

### **Walker Pick Up**

1. Walker pick up is at the side gate of the elementary playground located on Westella.
2. Parents should line up in single file beside the gate entrance with the line leading eastward along the fence line.
3. The carpool tag must be presented to pick up a child; if no carpool tag is given, an ID will have to be shown and verified at the elementary reception desk before a child will be released. Even if the teacher running walker pick up knows the parent, we will use this procedure. We must put the students' safety above any inconvenience this may cause.
4. No one will be allowed into the playground area. You must wait outside of the gate in order to pick up children.

## **MIDDLE SCHOOL (Grades 5-8)**

\*\*\*Students in grades 5-6 should drop off & pick up at the front of the Middle School (Gentryside Dr.)\*\*\*

\*\*\*Students in grades 7-8 should drop off & pick up at the front of the High School (Whittington Dr.)\*\*\*

### **ARRIVAL - Morning Carpool and Drop Off** (7:30 A.M. - 8:00 A.M.)

1. Carpool will take place at the front of the Middle School located at 2005 Gentryside Drive (Gate #11) and the carpool line then continues South down Gentryside Drive.
2. If entering the carpool line **prior to 7:30 AM**, the driver should pull to the curb and turn on the vehicle's hazard flashing lights.
3. If entering the carpool **after 7:30 AM**, the driver should turn on the vehicle's hazard flashing lights and proceed to the first available designated unloading area.
4. Parents/guardians will pull up to the designed drop off location in front of the Middle School main building,

as directed. Parents/guardians should remain in their vehicle.

5. Grade 7-8 students may be dropped off at the High School but cannot go into buildings on the High School campus. Students should proceed directly to the Middle School front entrance.
6. Proceed to the exit and turn **right only** onto Gentryside Drive.

#### **DISMISSAL - Afternoon Carpool and Pick Up** (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. Grade 7-8 students without younger Middle School siblings may walk across to the High School for pick up.
2. Middle School students with Elementary School siblings may cross the bridge for pick up.
3. Students who ride the bus will walk over to the bus departure area via the bridge.
4. All Middle School students waiting to be picked up will wait in the cafeteria at a safe physical distance from other students.
5. Parents/guardians will pull up to the pick up location at the front of the Middle School building, as directed. Carpool numbers should be displayed by hanging from the rear-view mirror in the vehicle. Parents/guardians should remain in their vehicle.
6. A staff member on duty will announce the carpool numbers at the middle school campus only of waiting vehicles, which is broadcast into the cafeteria. Students will move directly to their vehicle after their carpool number is announced.
7. Proceed to the exit and turn **right only** onto Gentryside Drive.

## HIGH SCHOOL

**\*\*\*Students in grades 7-12 should drop off & pick up at the front of the High School (Whittington Dr.)\*\*\***

Families with students enrolled in both Elementary (K-4) **AND** Middle/High School (grades 5-12) **MUST** drop off & pick up at the Westella circular drive. (Option: Families can do separate drop off & pick up should they choose – one at Westella and one at the Middle School or High School campus designated area).

**High School Student Parking:** High School Seniors and Juniors who drive to school are required to park in the student lot on the Whittington campus and must have a proper parking pass sticker on their vehicle. They may enter the parking lot beginning at 7:30 A.M. along with the carpool and park in designated student parking only.

#### **ARRIVAL - Morning Carpool and Drop Off** (7:30 A.M. - 8:00 A.M.)

1. High School carpool drop off is located at 13051 Whittington Drive and the carpool entrance is the second gate on the left hand side going West on Whittington (Gate #1). Vehicles entering for carpool should proceed through the parking lot and wrap around to the front of the High School building for drop off.
2. At 7:30 AM, carpool will begin and students may begin to exit the vehicle **ONLY** at the designated unloading areas including the front of the high school or along the sidewalks.
3. Students that are dropped off prior to 7:30 AM should report to the cafeteria or courtyard unless they have a scheduled meeting with a teacher.
4. An Officer will direct you as you exit the circular drive to assist in keeping traffic flow moving.

#### **DISMISSAL - Afternoon Carpool and Pick Up** (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. If entering the carpool line prior to 3:30 PM, the driver should pull to the front of the load/unload zones at the High School building. HS families will not be issued carpool tags and vehicles picking up HS students will not need to display a tag.
2. When all load/unload zones are full, the remaining vehicles should form a single line wrapping around the

parking lot.

3. Any vehicles waiting in carpool line, but are not in the parking lot, should pull to the curb on the High School side of Gentryside Drive and turn on the vehicle's hazard flashing lights.
4. As carpool tags are not provided or used for high school students, we ask that parents/guardians text or call their child to inform them of their arrival.

### **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)
  - Sandra Flocks - [sflocks@thevillageschool.com](mailto:sflocks@thevillageschool.com)
- **Elementary School** (Grades K-4)
  - Carolyn Anshus - [anshus@thevillageschool.com](mailto:anshus@thevillageschool.com)
- **Middle School** (Grades 5-8)
  - Kathy Alvarado - [alvarado@thevillageschool.com](mailto:alvarado@thevillageschool.com)
- **High School** (Grades 9-12)
  - Billy Pinkston - [billy.pinkston@thevillageschool.com](mailto: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.