



SACRED HEART OF JESUS SCHOOL

2017-2018 CAR POOL PROCEDURES (ELC CARPOOL)

The safety of your children is our highest priority. It is imperative that carpool procedures are strictly observed. Please use extreme caution during arrival and dismissal times because of the number of pedestrians and the traffic.

MORNING DROP-OFF PROCEDURES

1. Students may be dropped off as early as 7 a.m. **only** if they are enrolled in the Before-School Program. Parents may pull their cars onto the school grounds until 7:20 a.m.
2. Students not enrolled in the Before-School Program may not be dropped off until the 7:25 a.m. bell rings. If a child is dropped off before 7:25 a.m., the student is **required** to go to the Before-School Program and the parent will be charged for the Before-School service.
3. For morning drop-off of students not in Before-Care, use the carpool lane located between the school gym and facility services. While those gates are closed and locked during the school day, they will be opened for carpool. Cars should enter the driveway from Main Street. Pre-kindergarten and kindergarten assistants will be on hand to greet your student. Students will be exiting the car on the driver's side.
4. Parents **should not** have to get out of the car to get the child out of the car or to get a book bag from the trunk of the car. If the child lock is on or the door can't be opened from the sidewalk side (car driver side), you should drive out of the lane and park in the church parking lot for your child to enter school through the cross walk.
5. Once the child has exited the car and the door is closed, you must drive through the lane and turn right on North Street.

If you are not going to drop off your child in the carpool lane, please park along Main Street or in the church parking lot (west side) and walk your child across the street at the cross walk and through the school gates. Also note that there are several reserved parking spaces in front of the rectory for church use only.

AFTERNOON PICK-UP PROCEDURES

1. Students will be picked up from the ELC carpool lane located between the school gym and facilities services. They will be seated under the breezeway and ready for pickup. During extremely hot days and rainy days, the students will be seated in the gym.
2. Parents should line up for carpool on North 23rd Street. Cars arriving early may pull into the carpool lane.
3. Please make sure that your family carpool tag is displayed prominently in the front window or from the rear view mirror.
4. A faculty member will call your child for pick-up and other faculty members will be placing your child into the car on the driver's side.
5. Once the child has entered the car and the door is closed, you must drive through the lane.
6. ***Please do not park your car and walk over to pick up your child from the school grounds. Students will not be released to parents who walk over to the school grounds. Parents must use the carpool.***