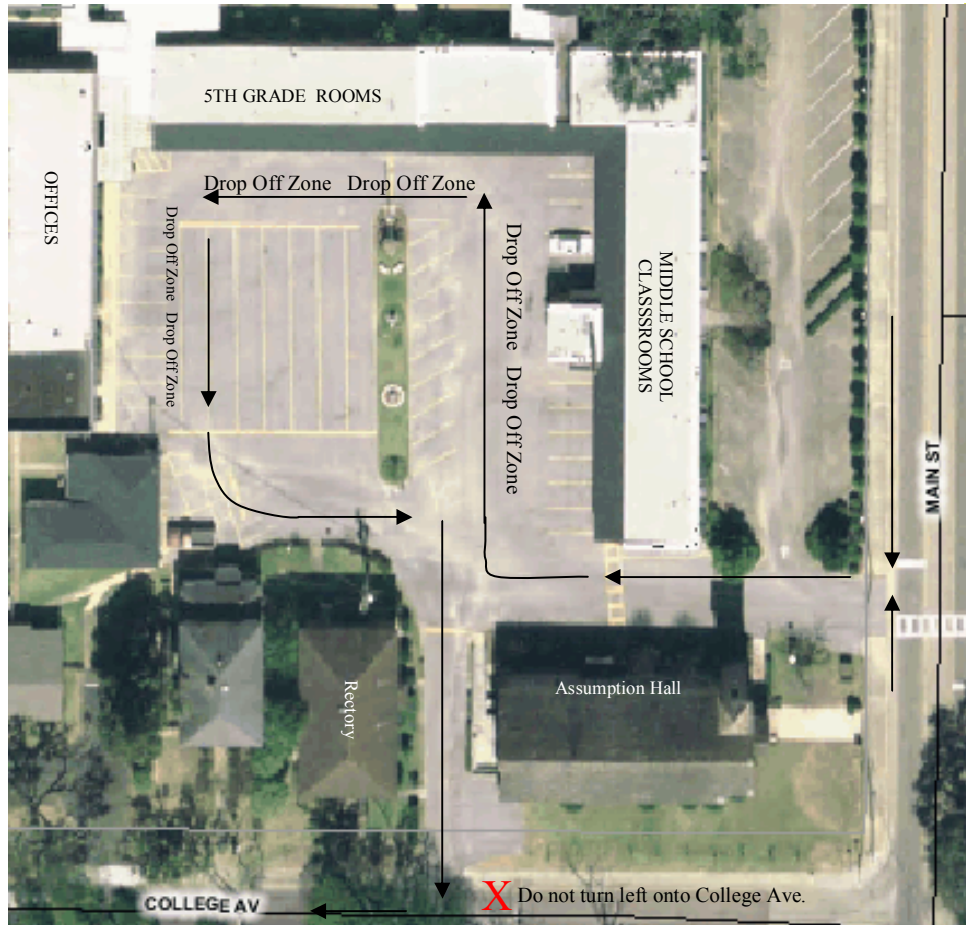


# MORNING CARPOOL PRODECURES



## Carpool Directions

- Enter the parking lot from Main St. Please ask you child to be ready. **Do not put backpacks in trunk.**
- Drive your car into the parking lot and around the circle as far as you can go before stopping. Volunteers will direct you around. **Do not try to drop your child off in front of their classroom or stop multiple times for multiple children.**
- For their safety, have your child exit on the passenger side of the vehicle only.
- Once the cars in front of you start moving or you are directed, pull around and out of the parking lot. Turn right onto College Ave. Do not turn left onto College as this may back up the carpool traffic in the parking lot as you wait to turn.

Please remember that the procedures and policies set forth in this brochure are for your own safety and the safety of your children. They are also there to keep carpool moving as quickly and efficiently as possible. Please do your best to be courteous, prompt and adhere to this guide.



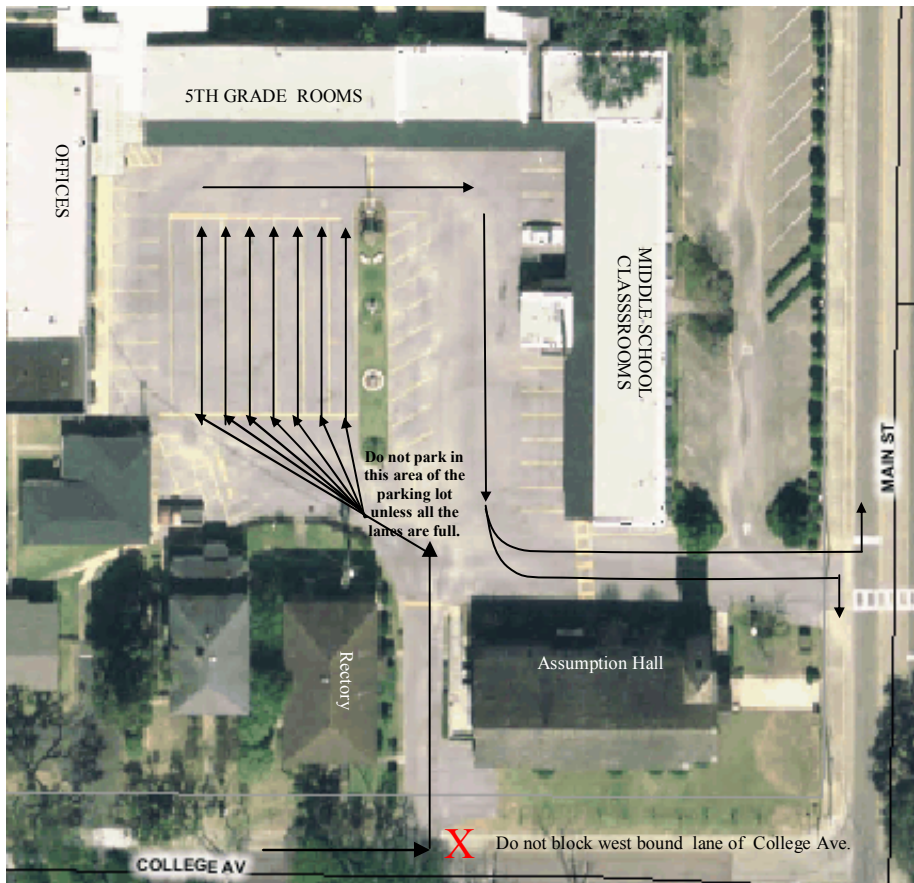
CKCS is always looking for help with carpool duty both in the morning and in the afternoon. If you are interested, please contact the school office or a member of the PTO and let them know.

## Other Notes for Morning Drop Off

- At no time should a parent get out of the car to unload children. If your child has extra items to carry in such as projects, food, etc. park in the Immaculata Center parking lot on Dryer Ave. and help your child in. Make sure you cross at the crosswalk on your way in and out. Children may not enter the school property from this location by themselves.
- Please do not park you car in the lined lanes of the parking lot and try to cross the traffic flow during morning carpool. If you must go into the school, park in an adjacent parking lot on Main Street or on Dryer Ave.
- Please be alert and courteous and do not use your cell phone during drop off.
- Smile and wave at the volunteers and staff who are directing carpool! Remember Mother Teresa said “Peace begins with a smile.”



# AFTERNOON CARPOOL PROCEDURES



## Carpool Directions

- ◆ Enter the parking Lot only from the east bound lane of College Ave. Do not block the west bound lane as this causes a back up of traffic on Main St.
- ◆ Pull all the way forward into an empty space in any of the available lanes. Do not block the other spaces or lanes at the back of the lot.
- ◆ Get out of your car and pick up your child from where his class is waiting.
- ◆ Once your child/ children are in the car, wait until the carpool attendant signals for you to leave.
- ◆ Pull around to the exit on Main St and get in the appropriate lane to turn left or right.
- ◆ Only pick up your child if you are in the lined spaces of the parking lot. If you are on College Ave or parked in the alley between Assumption Hall and the Rectory, you are in the second wave of carpool. Please wait to be directed into the lot.

## A HANDY GUIDE TO CKCS CARPOOL

Are you confused about morning or afternoon carpool? This guide is designed to help carpool drivers to drop off or pick up in the most efficient, safe and courteous manner possible.

Please give a copy to any friends, family members or caregivers that will be dropping off or picking up your child/ children.

Provided by the CKCS PTO

## Other Notes for Afternoon Pickup

- ◆ You may also pick up your child by walking in and meeting them in the courtyard outside of the gym or outside of their classroom. Park your car in the parking lot of the Immaculata Center on Dryer Avenue and cross the crosswalk by the gym. Return to your car with your child/ children by crossing at the crosswalk. Children may not exit the school property by themselves at this location. If you choose this method make sure your child's teacher is aware that you have picked them up and do not enter the classroom or call them out of the classroom before dismissal.
- ◆ Children not picked up by 3:15 will be sent to after school care.
- ◆ Do not park anywhere alongside Assumption Hall on the side facing Main St.; this blocks one of the two lanes by which cars exit onto Main Street.
- ◆ Do not bring pets with you to carpool or on the campus of Christ the King.