



CARPOOL SAFETY GUIDELINES

Carpools will be unloaded and loaded as efficiently as possible. Your cooperation with the following guidelines is required to ensure the safety of the preschoolers.

Carpool Arrival and Departure

Drive Slowly.

Please refrain from talking/texting on cell phones.

Keep carpool numbers visible in the windshield on the driver's side for pick-up only.

Carpool drivers should remain in their cars. Children should remain seated and buckled until a staff member unloads them from the car. Preschool staff will load and unload the children.

Put your car in PARK while children are loaded and unloaded.

Children will be unloaded and loaded from the driver's side doors only.

Under no circumstances should a child be let out of a car unless a staff member receives him/her.

Please refrain from engaging carpool workers in prolonged conversation.

After children are loaded into the car, pull forward to the right side of the driveway to buckle seat belts. This will keep the line moving quickly.

Walk-up Arrival and Departure

When parking, please use metered parking or the Orange County Administrative Parking Garage located at the intersection of Jackson and Rosalind Avenues. Parking for the garage can be validated in the Weekday School Office. **DO NOT PARK IN THE CARPOOL LINE.**

NEVER LEAVE A CHILD OR VALUABLES IN AN UNATTENDED VEHICLE.

If you arrive after morning carpool is over, park the car, check-in at front desk and walk the child into his/her classroom. Make sure that the teacher acknowledges the child before leaving.

When walking into the building with your child, please walk the child closest to the building rather than the street and hold the child's hand.

Changes to your Carpool Pick-Up

Please be on time to pick up your child(ren). Late pickups create unnecessary anxiety for children and problems for the preschool staff members who have after school duties.

All carpool drivers involved should be notified when there is a change with pick-up arrangements.

Changes in carpool arrangements must be conveyed to the teacher in writing. Students will not be released to anyone that is not authorized in writing by the parents.

Oral messages from children are not acceptable to communicate carpool changes. Telephone messages from parents only will be accepted in emergencies.

Please note that anyone who has not been authorized to pick up your student will be asked to pull to the side of carpool and wait until a parent has been contacted for consent.

Please notify anyone transporting your child of our carpool policies. Carpool can be confusing to a baby sitter or grandparent who has never participated.

