

# Trivium Academy Carpool Procedures 2020



## Drop-Off Locations:

All cars must enter and exit from the traffic light at Province. The main entrance of the parking lot will be coned off. Entering at the main entrance is the equivalent of cutting in line, so please be courteous. When exiting at the Province light, please make right turns ONLY. Left turns hold up the car line and prevent the flow of traffic. In order to comply with the city, we must make all efforts to keep the traffic moving on Hebron Pkwy.

K-2 and their older siblings will get dropped off and picked up from the front door entrance for both full-day and hybrid students. Students may not get out of the car until a carpool worker opens their door. Kinder students will enter and exit from the kindergarten door. All other students will enter the front door.

3-6 students will get dropped off and picked up from the side entrance by the cafeteria for both full-day and hybrid students.

7-8 students are dropped off and picked up at the front door entrance.

9-10 students are dropped off and picked up from the side entrance by the cafeteria.

## Drop-Off Procedures:

- Absolutely NO cell phone use in the carpool line
- Please prominently display your carpool number from your rearview mirror
- Follow carpool workers guidance on where to pull forward and park.
- Put car in park
- Wait for a carpool worker to let your child out of the car
- Wait for a carpool worker to bring your child to the car
- Do not get out of the car to get your child
- Do not signal for your child to come to your car
- Once your child is loaded in your car, please take your carpool number down
- Do not drop your child off early or pick them up late

## Carpool Times:

### Drop Off:

*Full Time/On Campus: 7:25-7:40 AM*

- Students may not unload early and carpool workers will stop working carpool at 7:38 to allow students to get to their classrooms by the 7:40 start time.

*K-5 Hybrid: 7:50-8:00 AM & 12:20-12:30 PM*

- Students may not unload early. Teachers will pick up students and escort them to their classrooms.

*6th Hybrid: 10:20-10:25 AM*

- Students may not unload early. Teachers will pick up students and escort them to their classrooms.

*Secondary: 8:20 AM*

- Students may not unload early. Doors will open at 8:20 and students will head to their first class.

### Pick Up:

*Full Time/On Campus: 3:10 PM*

- Students will be escorted to their cars by carpool workers. Please make sure to follow the carpool workers' instructions, put the car in park, and wait patiently for your child.

*K-5 Hybrid: 11:00 AM & 3:30 PM*

- Students will be escorted to their cars by carpool workers. Please make sure to follow the carpool workers' instructions, put the car in park, and wait patiently for your child.

*6th Hybrid: 2:25-2:30 PM*

- Students will be escorted to their cars by carpool workers. Please make sure to follow the carpool workers' instructions, put the car in park, and wait patiently for your child.

*Secondary: 4:00-4:10 PM*

- *Secondary students are monitored by a teacher on duty and are expected to safely make their way to their vehicle.*

### Pick up release form:

If you will be carpooling with another family or having someone other than the legal guardian pick your child up, please fill out the pick up release form located in your back to school packet.

### Late drop off policy:

If you arrive after carpool is over, you will need to park and walk your child up to the front door. Do to COVID-19, we will not allow parents to enter the front lobby. You will sign your child in at the station outside the door and the receptionist will open the door for your child. Please be respectful and do not enter the lobby.

### Late pick up policy:

We do not have an after school program this year, so any child that is picked up late will wait in the lobby for their ride. Please be on time to pick up your child. In the event of an emergency, please contact the front office and your child's teachers asap.

### Carpool Map:

See Trivium Academy website for a color carpool map: <https://tinyurl.com/y4hut6py>

