

# Carpool Procedures

2023-24



STERLING  
MONTESSORI

EST. 1997



- ! Due to staggered dismissal times, if you **do not** have a CH student, please **do not** arrive on campus (for afternoon dismissal) prior to 3:20 PM.
- ! When entering the parking lot from Treybrooke Dr. during arrival & dismissal times, please **only** make a right turn. Left turns from Treybrooke Dr. are now prohibited between 8:25-8:45 AM & 3:00-3:45 PM.
- ! The **youngest** child attending Sterling Montessori determines your carpool procedures for both arrival and dismissal.  
e.g. If a family has children in both CH & UE, follow the CH procedures.

## Acronyms for Reference

Children's House	CH
Lower Elementary	LE
Upper Elementary	UE
Middle School	MS

# Arrival Procedures

**Reminder:** The *youngest* child attending Sterling Montessori determines your carpool procedures for both arrival and dismissal. To respect the carpool procedure **please** make sure your student is packed and ready to exit the vehicle as soon as you stop.

## Arrival (8:30 - 8:45 AM)

1. **EXIT** car when **GREEN** flag is in cone
2. If CH, **PARK** car in Lot 1
  - a. **ESCORT** CH child to class patio door
  - b. Older siblings can **WALK** themselves to their class patio door
3. If **LE**, **USE BLUE** carpool lane
  - a. **EXIT** car sidewalk side only
  - b. **WALK** to class patio door

## Arrival cont.

4. **UE/MS** *without* younger siblings, **USE PURPLE** lane
  - a. **EXIT** car sidewalk side only
  - b. **WALK** to class patio door

### **Alternative Carpool Lane**

NOT for families with CH children

5. If **UE/MS & with LE siblings**, **USE ORANGE** lane as an option:
  - a. **EXIT** car sidewalk side only
  - b. **EXIT** car sidewalk side only
  - c. **WALK** to class patio door
  - d. This lane is ONLY for morning drop-off.

## Late Arrival (after 8:45 AM)

**Parent** has to walk with child regardless of grade.

1. **PARK** in Lot 1
  - ⚠ Do NOT use Fire Lane
2. **GO** to Main Office
3. **SIGN-IN** at lobby computers
  - a. For CH families, **ESCORT** child to patio door & **WEAR** visitor badge
  - b. For LE/UE/MS, children may **WALK** themselves to patio door

# Dismissal Procedures (Only 1st-8th grade families receive tags)

**Reminder:** Must **DISPLAY** carpool tag when on campus ⚠️ If no tag, **PARK & GO** to Main Office with Driver License  
The **youngest** child attending Sterling Montessori determines your carpool procedures for both arrival & dismissal.  
All CH students **MUST** stay with their parent for safety reasons. **NO** playing in courtyard or patio areas.

## Children's House Dismissal

3:15 - 3:30 PM

1. Must **DISPLAY** carpool tag when on campus
2. If CH, **PARK** car in Lot 1
  - **PICK-UP** CH child at class patio door
  - If there are older siblings, **WALK** to front of Bldg A, **STOP** at painted **RED** line
  - **SHOW** carpool tag to staff member
  - **WAIT** for older siblings on sidewalk behind the **RED** line

## LE/UE/MS Dismissal

3:30 - 3:45 PM

1. Must **DISPLAY** carpool tag when on campus
2. Children will **ENTER** car from sidewalk side. ⚠️ Do NOT open trunk.
3. **USE** same carpool line that you used for arrival.
  - a. UE/MS *without* younger siblings: **PURPLE** lane
  - b. LE & UE/MS with younger siblings: **BLUE** lane
  - c. **NO ORANGE** lane during dismissal

## Late Dismissal

CH: after 3:30 PM  
LE/UE/MS: after 3:45


1. **PARK** in Lot 1
  - ⚠️ Do NOT use Fire Lane
2. CH students will be taken to AfterCare at 3:30.
  - ! Late fees will apply.
1. LE/UE/MS students will be in the Main Office until parent arrives
  - TAKE** carpool tag/Driver License to Main Office
  - ! Late fees will apply.

# Campus Map (Loop colors are for the map only)


Please **follow** all NC standard traffic laws, including no double parking, illegal turns, or speeding. **Safety** is our #1 priority!

**Please** stay in your carpool lane, do not pass other vehicles. **Model** grace and courtesy at all times.

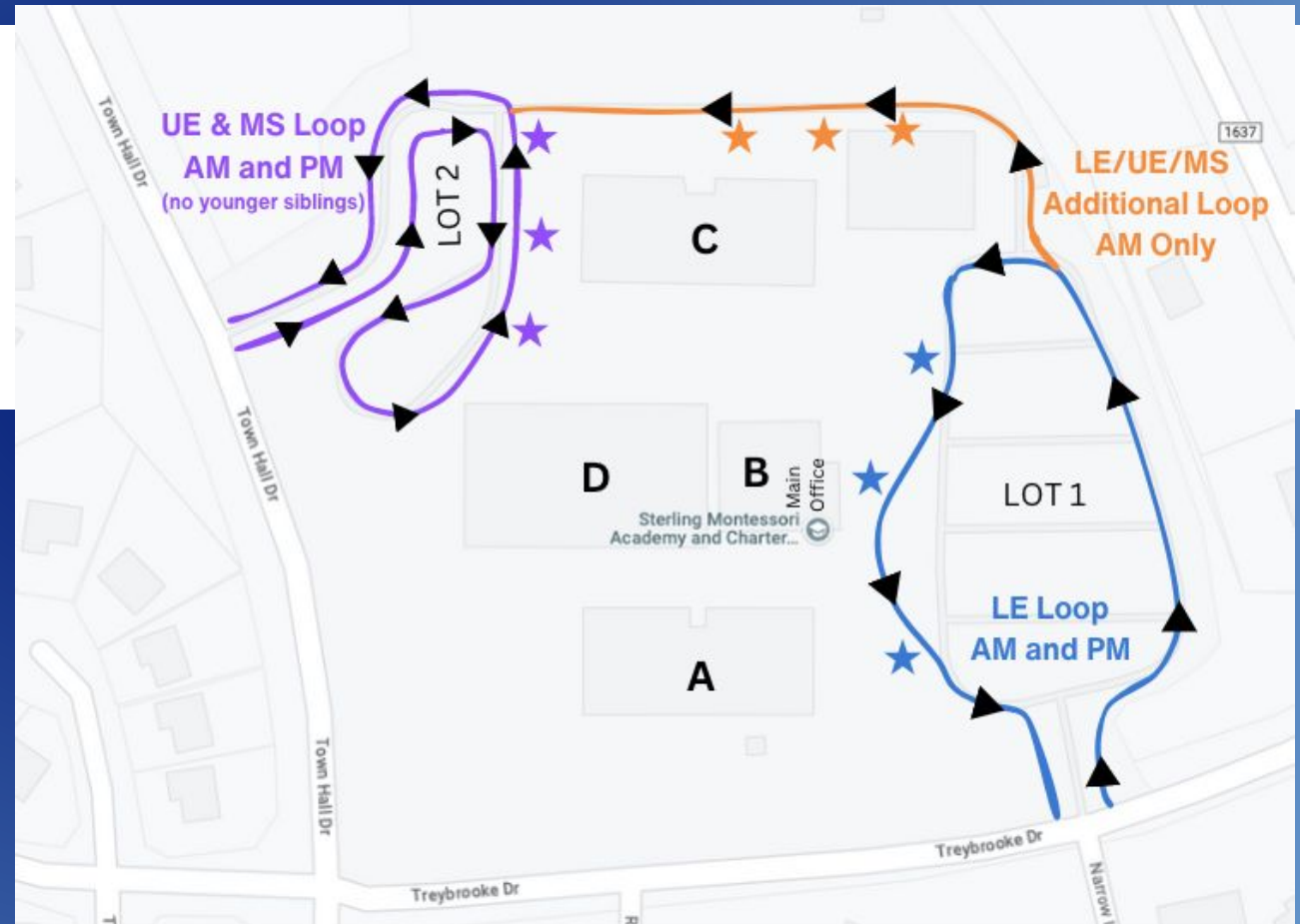
The **STARS** indicate safe drop-off zones for each carpool lane.

If parking, **USE** the  pedestrian crosswalks.

Carpool tags must be **DISPLAYED** when on campus.

 Children must **ENTER/EXIT** cars on sidewalk side for all carpool lanes.

If using the **ORANGE** loop (AM only), **ENTER** campus using the **BLUE** loop, merge to **ORANGE** lane, & **EXIT** with **PURPLE** loop.



# More Information on Arrival/Dismissal

For the safety and well-being of everyone, all participants must display **GRACE** and **COURTESY** to staff, other families and students during carpool.

## Green Flag at Arrival

8:30 - 8:45 AM

ALL families & students must **WAIT** in car until **GREEN** flag is in cone

After 8:45 AM, if there is no **GREEN** flag **FOLLOW** Late Arrival on pg 2



## Safety Alerts

1. If parking, **USE** painted pedestrians crosswalks for Arrival & Dismissal
2. Must **DISPLAY** carpool tag when on campus
  - ⚠ If no tag, **PARK & GO** to Main Office with Driver License
1. CH children **MUST** be picked-up prior to the release of older siblings.
  - a. **SHOW** carpool tag to have older sibling called
  - b. If no tag, **GO** get carpool tag or **GO** to Main Office to with Driver License

## Early Check-Out

1. **BRING** Driver License into Main Office
  2. **USE** lobby computers to check-out children
  3. ⚠ **NO** children will be released for early check-out after 2:30 PM
- ! If you're unable to arrive for early check-out before 2:30 PM, do not come to campus until 3:20 PM. Thank you!**