

2022/23 School Year



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Carpool Procedures Starting August 2022

Carpool Procedures for 2022/23 School Year

- Carpool area will be dependent on your **YOUNGEST** child's level. Please see the **appropriate section** to review procedure - there may be **different procedures for arrival and dismissal**.
- Please make every effort to be **ON TIME**.
- Carpool Arrival for all 1st-8th grade is from **8:25-8:45am**.
- **LATE ARRIVALS:** All **preschool students** will go directly to class.
- **LATE ARRIVALS:** K-8th families arriving **after 8:45am** must park in the **MAIN PARKING LOT**, go to the **MAIN OFFICE** to sign in. For A and C building students, **the parent and the student** will go directly to your classroom's patio door. B and D building students can go through the office hallway, going directly to their B or D classroom.
- Park in a space; do NOT use the FIRE LANE.

Carpool Procedures for 2022/23 School Year

For both the Treybrook Dr. and Town Hall Dr. arrivals during **morning drop-off**, there will be a **GREEN FLAG** placed in a cone at the beginning of the carpool line. This flag indicates that **ALL** students (including those parking and walking to the A Bldg) may exit their car and proceed to their classroom.

If families arrive early to carpool, please wait until this green flag is placed before entering campus.

If the GREEN FLAG is not out, after 8:45am, the student is tardy, and you must proceed to the Main Office to sign the student in.



CHILDREN'S HOUSE ARRIVAL OVERVIEW

For ARRIVAL, all Children's House families will **PARK** in the **Treybrooke parking lot** and walk to the **Classroom Patio Door**.

- For Arrival, use **Treybrook Drive** and park in the main parking lot. Please cross **ONLY** at the two marked crosswalks with Staff. CH students should be escorted by parents to their **Classroom Patio Door** when the green flag is placed in the cone, which signals the campus is open to welcome students.
- Arrival is between 8:30 and 8:45am.

CHILDREN'S HOUSE DISMISSAL

Dismissal for CH will be at the CLASSROOM PATIO DOOR. Dismissal will begin at **3:15pm** and ends at **3:30pm** for PK3, PK4 and Kindergarteners.

- Parents/guardians will **park** in the **Main Parking Lot** (off Treybrooke) and walk to their student's **PATIO DOOR** for dismissal.
- Please be sure to bring your carpool tag with you if you have an older sibling you will also be picking up.
- If late, your child will be escorted to AfterCare. Late fees will apply.

CHILDREN'S HOUSE ARRIVAL & DISMISSAL – FOR PK & K WITH OLDER SIBLINGS

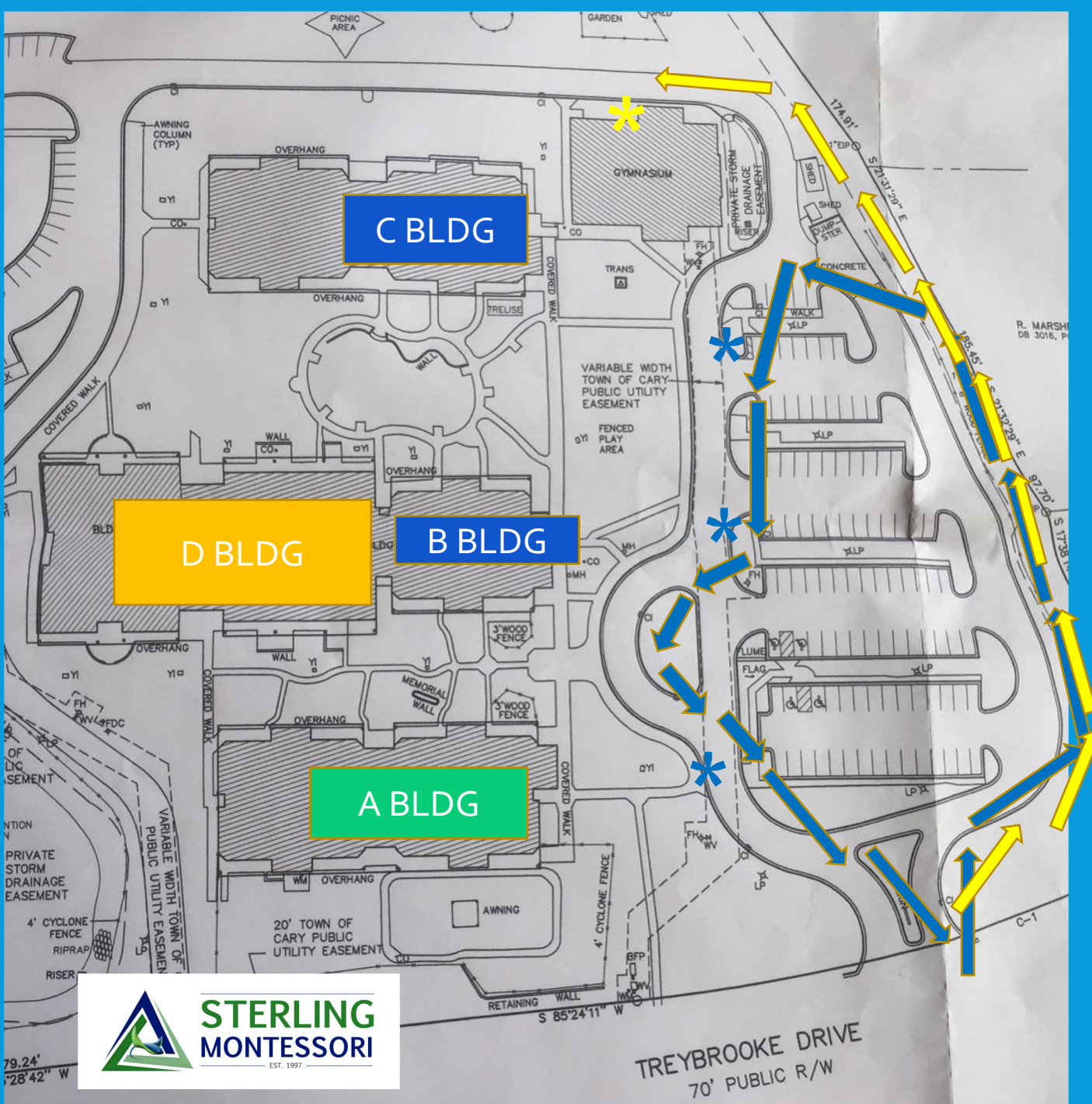
- For ARRIVAL, if a family has an **older sibling (1st-8th grader)**, that sibling will walk to their classroom **patio door** directly from the Main Parking Lot.
- For **DISMISSAL**, once parents/guardians have picked up their Children's House student, proceed to the front of "A" building at the red painted line/cone, **show your carpool number** to a staff member who will call for the older siblings.
- Older students will be **dismissed to the red line/cone area** and the family will walk together back to their parked car.

Children's House students must be picked up prior to the release of the older siblings. Your child will NOT be called if you don't show your Carpool ID#. You will be asked to retrieve your carpool tag, or proceed to the Main Office to show ID.

LOWER ELEMENTARY ARRIVAL & DISMISSAL OVERVIEW

All LE students will use the **BLUE CARPOOL LANE** for arrival and departure. You **MUST** hang your carpool tag on your rearview mirror during carpool.

- Use **Treybrooke Drive** (see map) to the main parking lot to the front circle. Drop-off zones are at the front of the circle, the end of the circle and the sidewalk in front of the fence toward the sports court.
- Arrival is from 8:30-8:45am. Please wait in your car until the green flag is placed in the cone. **LATE ARRIVALS: If the GREEN FLAG is not out, the student is tardy.** Families arriving **after 8:45am** must park in the **MAIN PARKING LOT**, go to the **MAIN OFFICE** to sign in. For C building students, **the parent and the student** will go directly to your classroom's patio door. B building students can go through the office hallway, going directly to their B classroom.
- **Dismissal** is between 3:30-3:45pm. Children will **ONLY** be allowed to enter the car from the **sidewalk side**. They should enter the car as quickly as possible, and **not** go behind the vehicle to place items in the trunk.



Lower Elementary Arrival & Pick-up follow the **BLUE CARPOOL LANE**

- Use **Treybrooke Drive** to the main parking lot to the front circle.
- Drop-off zones are at the front of the circle, the end of the circle and the sidewalk in front of the fence toward the sports court..
- Please have students exit the vehicle on the sidewalk side.
- Arrival is at 8:30am. Pick-up is between 3:30-3:45pm.
- **Students will NOT be released for early dismissal between 3:00-3:25pm. Families will need to wait for carpool to begin.**

ADDITIONAL MORNING DROP-OFF OPTION (**LIGHT YELLOW**):

- We will have a secondary drop-off option by the Sports Court for LE students. This is **ONLY FOR MORNING ARRIVAL** - Dismissal will be in the front parking lot off Treybrook Dr.

UPPER ELEMENTARY AND MIDDLE SCHOOL ARRIVAL & DISMISSAL OVERVIEW

All UE and MS students **without younger siblings** will use the **YELLOW CARPOOL LANE** for arrival and departure. You **MUST** hang your carpool tag on the rearview mirror during carpool.

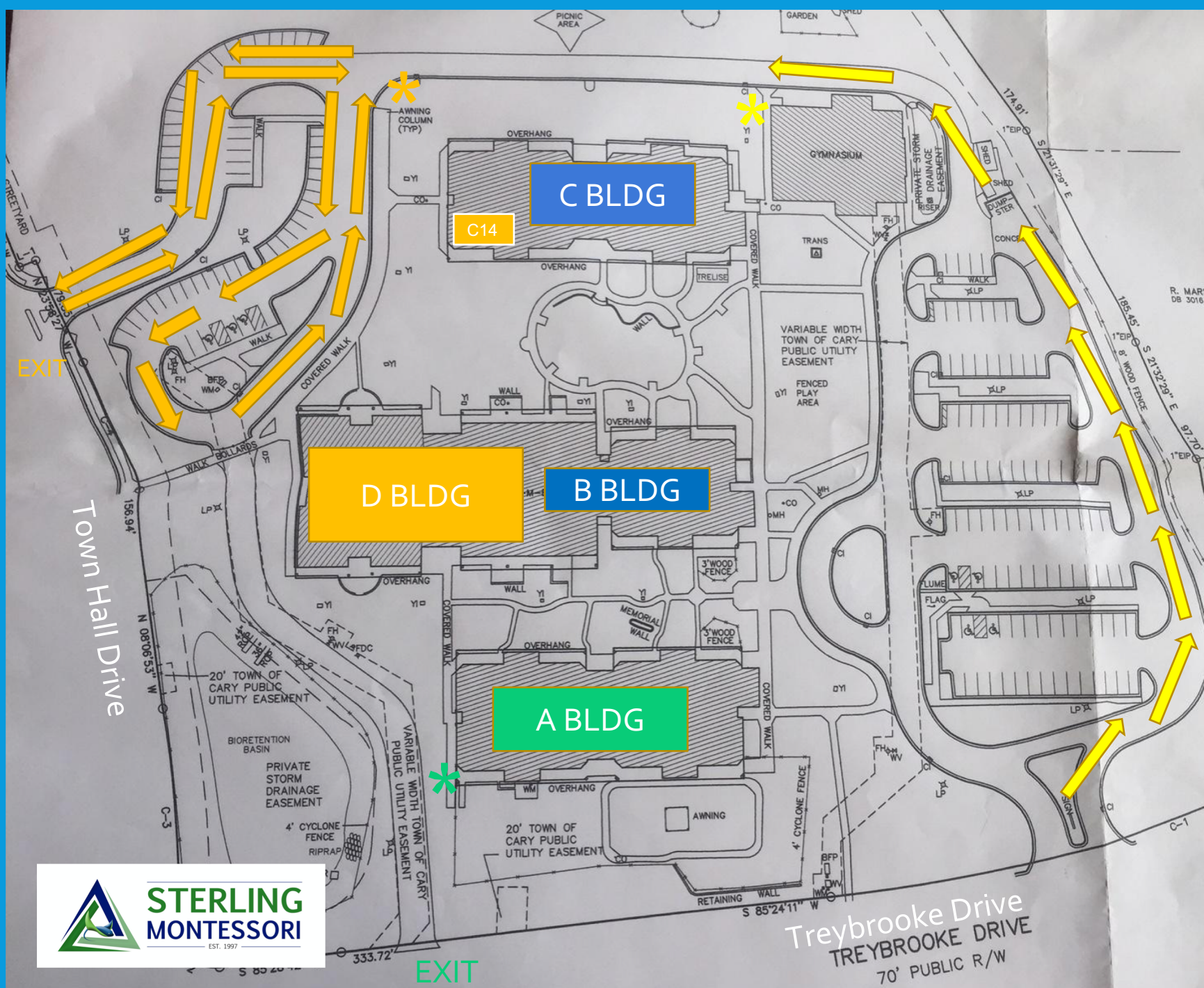
- Use **Town Hall Drive** (see map) to the back parking to the loop.
- Arrival is at 8:30am. Pick-up is between 3:30-3:45pm
 - We offer a secondary drop-off location for the morning behind the Sports Court (see next page). To use, enter through Treybrooke Dr. and use the back fire lane - **ONLY FOR MORNING DROP-OFF**
- **LATE ARRIVALS:** If the **GREEN FLAG** is not out, the student is tardy. Families arriving **after 8:45am** must park in the **MAIN PARKING LOT**, go to the **MAIN OFFICE** to sign in. For C building students, **the parent and the student** will go directly to your classroom's patio door. D building students can go through the office hallway, going directly to their D classroom.
- **Dismissal** is between 3:30-3:45pm. Children will **ONLY** be allowed to enter the car from the **sidewalk side**. They should enter the car as quickly as possible, and **not** go behind the vehicle to place items in the trunk.

Upper Elementary and Middle School Arrival and Pick-up follow the **YELLOW CARPOOL LANE**

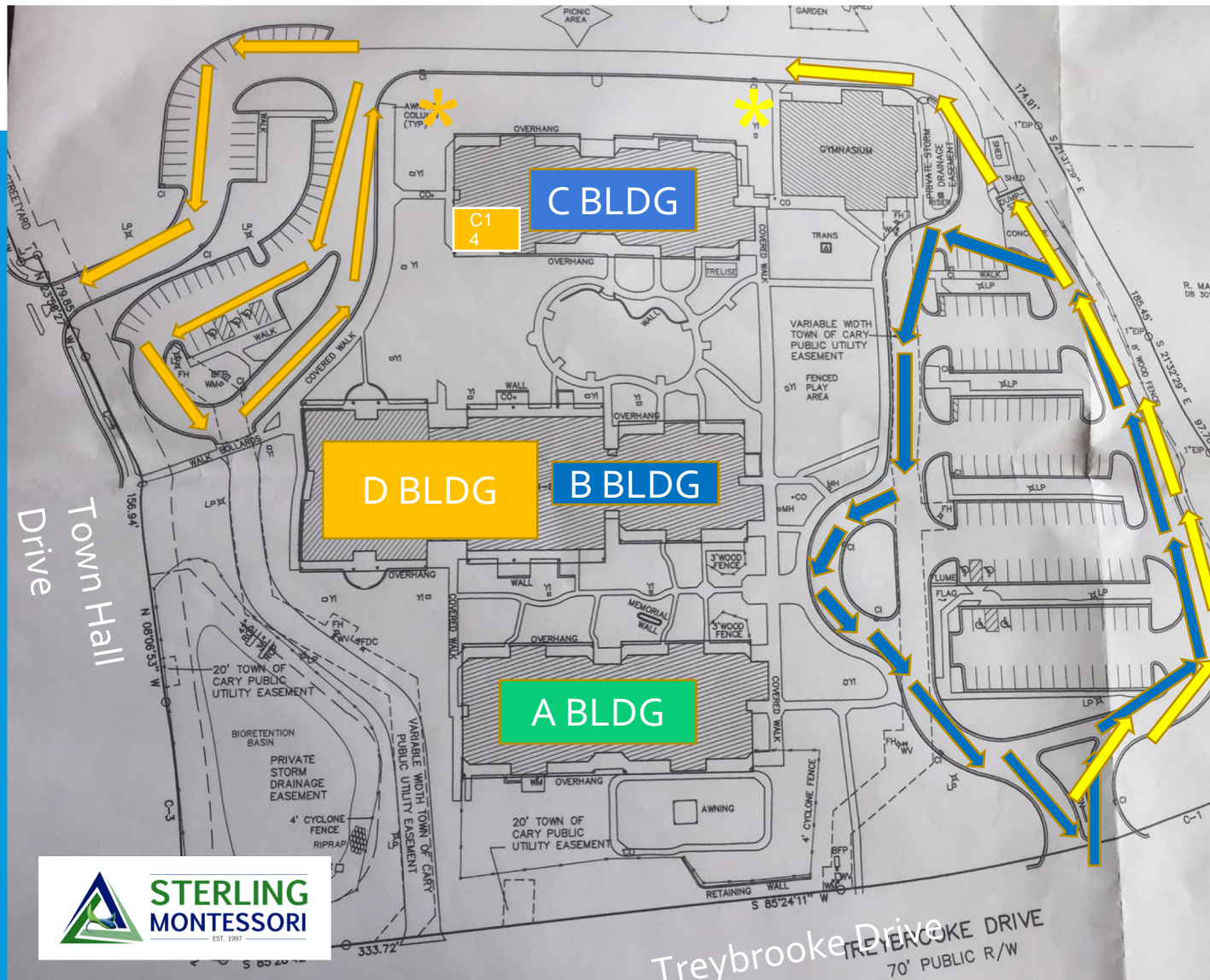
- Use Town Hall Drive entrance to the back parking lot
- Pick-up on the sidewalk outside of the "C" building.
- Arrival is at 8:30am. Pick-up is between 3:30-3:45pm.
- Please have students exit the vehicle on the sidewalk side.
- **Students will NOT be released for early dismissal between 3:00-3:25pm.** Families will need to wait for carpool to begin.

ADDITIONAL MORNING DROP-OFF OPTION (**LIGHT YELLOW**):

- We will have a secondary drop-off option by the Sports Court for US/MS students with younger siblings. This is **ONLY FOR MORNING ARRIVAL** - Dismissal will be in the Town Hall parking lot.



APPENDIX: All Sterling Carpool Routes for 2022



NOTES:

- **BLUE** LE carpool route
- **YELLOW** UE/MS carpool route
- **LIGHT YELLOW** carpool route is only available for **morning drop-off** for LE/UE/MS (AM carpool ONLY)