

CAR POOL PROCEDURES FOR 2021-22 START OF YEAR

(THESE ARE ALTERED PROCEDURES FOR 2021-22 SCHOOL YEAR, AND ARE A RETURN TO OUR PREVIOUS PROCEDURES. OF COURSE, THESE ARE SUBJECT TO CHANGE AS THE DEMANDS OF THE YEAR CHANGE)

Please note that school personnel will be on hand to assist with directions and to enforce the traffic patterns; ignoring the instructions of the staff will result in a conversation regarding the expectations of the parent partnership we value so much at TFS.

PLEASE NOTE: To protect our students and staff, the use of cell phones is strictly forbidden during carpool when operating a vehicle.

● Car Pool in General

- ✓ *In the afternoons, please make sure that you get all children into vehicles quickly and safely so we can be sure that everyone is safe before we let cars move. This also allows us to quickly start the filling of the next car pool to remove cars from Leesville Rd.*
- ✓ *Please remember that the speed limit through the school parking lot is 10 mph at all times. Do not speed please!*
- ✓ *Please DO pull up within 3 feet of the car in front of you. Any gaps keep us from filling the lot to capacity.*

MORNING DROP-OFF

Please use the car pool location that corresponds with the OLDEST child being dropped off.

K-5th Carpools Enter from Leesville Rd. on St. Francis Drive (by the field), proceed along the right side of the parking lot, turn left at the end of the lot into the top row toward the covered walkway, and wait in line in that row. Staff and safety patrol will open doors along the covered walkway for dropoff.

K-5th starts at 7:35AM, please do not allow students out before that time unless you are with them at the gate.

Important Reminders:

- ✓ *Parking and walking students in is an option in the morning, but crossing must take place at the crosswalk at the top end of the parking lot across from the gate into the courtyard. Parents MUST accompany students across cross walk.*
- ✓ *Drop-off is along the walkway with the faculty and staff to ensure the safety of the students. Please stop at the cone where the closest staff person to Thea is standing.*

6th - 8th Grade Carpools

(ALL MS STUDENTS AND TO INCLUDE YOUNGER SIBLINGS)

Please enter from Leesville Rd. on the church driveway and proceed to the covered walkway. Students must exit cars on the passenger side. Staff will ask attestation question and take temperatures, then direct cars to covered park in Church lot for retest or will allow the students to exit the car and move to their classrooms. Please do not drop off MS students and siblings in the school lot, please use the end of the covered walkway by Siena. Thank you.

Important Reminders:

- ✓ *6th - 8th Grade Carpools: Please enter through the main Church entrance and drop off at the end of the covered walkway. You cannot enter the School lot from the Church lot.*
- ✓ *If the right lane is backed up, please use the left lane to pull up to the crosswalk, do not back out onto Leesville Rd.*

Walking in students—parents may walk students into school this year to the OUTSIDE DOOR of their building. We apologize for not being able to take them into the classroom, but this is being done for the health of all.

Afternoon Dismissal

[Please use the car pool time that corresponds with the OLDEST child being picked up]

Carpool A – Dismissal of Kindergarten and 1st Grade Only

Arrival time is no earlier than 2:10 and not later than 2:35. Enter from Leesville Rd along the main CHURCH driveway. At the covered walkway, turn right into the school parking lot as directed by staff when the rope is dropped, and line up along the walkway or in the second line that may have to be formed. Pick-up is in the circle outside of Jacoba Hall.

Carpool B – Dismissal at **2:50 PM. Grades 2-4 (and siblings/carpoolers from K and 1)**

Enter from Leesville Rd. on the main CHURCH driveway and stay in the left lane. Proceed to the second right hand (back) entrance to the school parking lot, turn right into the lot, and proceed immediately to the parking lanes facing the flagpole island. Cars should fill the lanes closest to the covered walkway, pulling as close as possible to the car ahead, and turn off engines. **PLEASE ARRIVE SO YOU CAN BE PARKED BY 2:45PM AT THE LATEST.** At dismissal time, students will walk with their teachers to the covered walkway.

Walk toward the covered walkway and wait for the horn to blow. When it sounds, approach the curb and find your child(ren) and proceed to your car as quickly as

possible. A second horn blow signals that everyone should be in their cars, so please move quickly if you are not. When all individuals are in cars with doors closed, staff will direct cars in the first lane to depart. There must be no pedestrian traffic at this point. As the lines pull forward, cars will exit on St. Francis Drive to Leesville. All cars must remain in a single line within this area and must not break from the line. Any cars arriving after this dismissal begins must join the Group #3 dismissal line that will form near the faculty parking area along the Dominion Park neighborhood. Remaining students from Group #2 will stay with their classes.

Carpool C – Dismissal at 3:10 PM Grades 5-8 (and siblings/carpoolers from K-4)

Arrival time is no earlier than 2:45PM. Enter ONLY from Leesville Rd. on St. Francis Dr. (by the fields) and proceed in the right lane to the far end of the school parking lot to form a single file line. When the line reaches the last median/planter, a second line may form in the next lane to the left. Staff will be present by 2:40 to direct cars into all lanes. As Car Pool B exits, more car pool C cars will begin to fill the lanes facing the flagpole island. Cars should fill the lanes as directed by staff, pull as close as possible to the car ahead, and turn off engines. At dismissal time, students will walk with their teachers to the covered walkway.

Walk toward the covered walkway and wait for the horn to blow. When it sounds, approach the curb and find your child(ren) and proceed to your car as quickly as possible. A second horn blow signals that everyone should be in their cars. If you are not, do so immediately. When all individuals are in cars with doors closed, staff will direct cars in the first lane to depart. There must be no pedestrian traffic at this point. As the lines pull forward, cars will exit on St. Francis Drive to Leesville. All cars must remain in a single line within this area and must not break from the line. Any cars arriving after this dismissal begins must join the Group #4 dismissal line that will form near the faculty parking area along the Dominion Park neighborhood. Remaining students from Group #3 will stay with their classes.

Early Release Day Schedule:

The procedures outlined above are followed on early release days as well. The only changes on Early Release days, those days specified on the school calendar, are the release times. The release times on Early Dismissal Days are 3 hours earlier:

ER Carpool #A – Dismissal of Kindergarten and 1st Grade Only Arrival time is no earlier than 11:30 and not later than 11:40.

ER Carpool #B – Dismissal at 11:50 PM. Grades 2-4th (and siblings/carpoolers from K and 1st grades.

ER Carpool # C – Dismissal at 12:10 PM Grades 5-8th (and siblings/carpoolers from K-3)