



SSM Carpool Instructions

ARRIVAL: School doors open at 7:15 a.m. Students will proceed straight to the cafeteria. Students will be dismissed from the cafeteria at 7:35 to proceed to the classrooms. If a student arrives after 7:35, they will go directly to the classroom. The bell will ring at 7:50 for class to begin. Students arriving at or after 7:50 a.m. should go to the courtyard door to enter the building. Students are considered tardy if not seated in the classroom at 7:50 to begin instruction for the day. If a student arrives after 7:50, he/she will need to be escorted to the courtyard entrance. The parent may leave after the student is admitted into the building.

MORNING DROP OFF PATTERN: Cars must enter the main gate from Pindell Avenue, drive alongside the right parking lot pavers toward the door, stop to let the students off. Students need to be ready to exit the car as you pull into the parking lot. Driver leaves by the open gate either LEFT onto Greenup Road or STRAIGHT onto English Avenue. **Right turns are not allowed.** Please do not park in the spaces along the fence on Greenup Road to drop off your child.

DISMISSAL: The first bell will ring at 2:50 p.m. for car riders or as soon as the parking lot is full. Car riders are dismissed from multiple doors to exit the building. Grades K, 1, 2, 5 exit through the student entrance; Grades 3,4,6 exit through the courtyard; Grades 7-8 exit through the junior high courtyard. **Car riders must be picked up in the gated area.** Daycare students, when called, will go to the cafeteria.

Car Tags: Each family will be issued 2 car rider tags with their student(s)' number(s) displayed on them. Whoever picks the student up, will need to display the car tag in the window or windshield or on the visor for staff to see as they pull into the line. This will allow us to notify classroom teachers when the driver of their students has arrived in the car line.

Pickup for Car Riders: Drivers who pick up children in the afternoon should enter the parking lot from Greenup and form five lines, ***pulling as far forward as possible***. The right two lines will turn right onto Pindell as they leave the lot and the left two lines will turn left onto Pindell. Drivers in the middle lane can turn in either direction after the other lanes have cleared.

Parents must stay in their cars until all children have been loaded. As drivers come into the lot, a staff member will check their car into the system by a car tag. Each student will be given a number and each driver will display a car tag visible to staff. The students will see the number in the classrooms displayed on TV. Students will stay in their classrooms until their ride arrives. The student will come to you. **Please stay in your car** or stand next to it as the bell rings.



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A school staff member and the safety patrols will then remove the barriers and give a signal when it is time for the cars to move. If a child does not come out on time, the driver needs to circle the block and re-enter the parking lot from Greenup. Please DO NOT block Greenup; keep the line moving forward. This is a residential street and access cannot be blocked. Drive around the block until you can safely enter the parking lot. **No student will be allowed to exit the school/church parking lot unless they are in a car or brought by an administrator.**

Walkers: Walkers will remain in their homerooms until a second bell has sounded. The second bell will ring (at approximately 3:00 p.m.) as soon as all of the car riders have been picked up by drivers who come through the parking lot for the dismissal pattern. The walkers will depart through their assigned exit and proceed to the corner of Hess Lane and Pindell where the crossing guard will be on duty. Middle School will exit out of the “Old Church” entrance; 4th-6th grade will exit through the courtyard and the rest of school will exit through the usual stairwell (south end).

Faculty members and safety patrols (afternoon) will be in the gated area in the morning and afternoon to assist with drop off and pick up. They are there to ensure the safety of the students.

No one may park in the church parking lot between 2:20 and 3:00 p.m. to facilitate the dismissal traffic pattern.

Failure to comply with these instructions will result in a call from the school principal.

Again, we remind you that these procedures are for the safety of all members of the St. Stephen Martyr Community.