



BRANDON CARPOOL PROCEDURES

2011-2012

WHERE TO GO:

MC: THE CARPOOL LINE IS FORMED IN THE BACK PARKING LOT NEAR THE REAR OF THE BUILDING OFF HOWELL MILL ROAD. YOU WILL NOTICE THE POLICE OFFICER ASSISTING. IN ORDER TO SAFELY EXPEDITE CARPOOL, NO LEFT HAND TURNS INTO THE PARKING LOT WILL BE PERMITTED DURING AFTERNOON CARPOOL (IN OTHER WORDS, YOU MUST APPROACH THE LINE FROM THE SOUTH). PLEASE DO NOT TURN AROUND ON DOVER AS IT IS A HAZARD FOR OUR CASTLEWOOD WALKERS. SOUTHBOUND TURNS INTO THE SCHOOL ARE ALLOWED DURING MORNING DROP OFF.

PC: THE CARPOOL LINE IS FORMED ALONG PARKWOOD DRIVE, AND BACK ONTO WESLEY PKWY AS NECESSARY. THERE WILL BE A CROSSING GUARD THERE TO ASSIST.

MORNING CARPOOL (MC & PC) IS FROM 7:30 AM-7:55 AM

- PLEASE HAVE YOUR CHILD READY TO EXIT THE CAR AS YOU PULL FORWARD IN LINE. IF YOUR CHILD IS HAVING DIFFICULTY LEAVING THE CAR (ANXIETY/LARGE PROJECT/ETC) PLEASE PULL OUT OF THE LINE, PARK, AND WALK YOUR CHILD TO THE FRONT OF THE BUILDING
- AFTER 7:55 AM, A SIGN WILL BE POSTED THAT CARPOOL IS OVER. THE TARDY BELL RINGS AT 8 AM. IF YOU ARRIVE AND THE SIGN HAS BEEN POSTED, DO NOT DROP YOUR CHILD OFF. IT IS NOT SAFE FOR YOUR CHILD. YOU MUST PARK AND WALK YOUR CHILD TO THE FRONT OF THE BUILDING AND CHECK IN WITH THE RECEPTIONIST
- IF YOU ARE USING CARPOOL IN THE MORNINGS ONLY, YOU DO NOT NEED A RED CARPOOL NUMBER. NUMBERS ARE FOR AFTERNOON PICKUP.

AFTERNOON CARPOOL (MC & PC) IS FROM 2:30 PM-2:50 PM

- DO NOT LEAVE YOUR CAR WHILE PARKED IN CARPOOL LINE
- IF YOUR CHILD NEEDS HELP WITH HIS/HER SEATBELT, PLEASE PULL FORWARD OUT OF CARPOOL LINE TO ASSIST.
- AFTER 2:50 PM, STUDENTS MAY BE PICKED UP IN THE FRONT OFFICE
- IF YOUR CHILD WILL BE USING AFTERNOON CARPOOL, EVEN OCCASIONALLY, A RED # DECAL MUST BE DISPLAYED ON YOUR WINDSHIELD ON THE TOP PASSENGER SIDE.

WINDSHIELD DECALS: SHOULD BE DISPLAYED HORIZONTALLY ON THE INSIDE OF YOUR PASSENGER-SIDE WINDSHIELD JUST BELOW THE TINTED AREA. PLEASE KEEP YOUR RED DECALS AS NEW ONES WILL NOT BE ISSUED ANNUALLY.

DAILY CHANGES IN TRANSPORTATION: DAILY CHANGES IN YOUR TRANSPORTATION PLAN REQUIRE A “CHANGE OF TRANSPORTATION” NOTE. IF YOUR CHILD IS GOING HOME WITH A FRIEND, HE/SHE WILL NEED ONE OF THESE NOTES FILLED OUT AND SIGNED BY A PARENT. YOU MAY NOT CALL THE SCHOOL OR THE TEACHER IF THE NOTE IS FORGOTTEN. FOR THE SAFETY OF THE CHILDREN, WE NEED THE PARENT TO BRING THE NOTE TO THE SCHOOL’S RECEPTIONIST.

* STUDENTS ARE NOT PERMITTED TO RIDE HOME WITH FRIENDS DURING THE MONTH OF AUGUST AS THIS CAUSES TREMENDOUS CONFUSION FOR THE TEACHERS, CHILDREN AND PARENTS WHO ARE NEW TO THE ROUTINE.

MISCELLANEOUS

- REPLACEMENT STICKERS CAN BE OBTAINED AT THE FRONT DESK OF THE MC OR BY CALLING/EMAILING THE CARPOOL CHAIR (SEE BELOW)
- ABSOLUTELY NO CELL PHONES IN CARPOOL LINE
- STUDENTS WILL BE LOADED AND UNLOADED FROM CURBSIDE ONLY
- PLEASE MAKE SURE YOUR CHILD KNOWS HIS/HER CARPOOL NUMBER AND IS AWARE OF WHAT TO EXPECT
- PLEASE BE PATIENT AND COURTEOUS DURING DROP OFF AND PICK UP. ALWAYS GIVE PEDESTRIANS RIGHT OF WAY. BEE SAFE!

- **FOR ADDITIONAL INFORMATION, PLEASE CONTACT CARPOOL CHAIR, GRETCHEN CRAWFORD. (404) 784-1923 OR GRETCHEN_CRAWFORD@MINDSPRING.COM**