

## **CARPOOL PROCEDURE FOR PRESCHOOL/KDG**

Thank you for your cooperation in making carpool arrival and dismissal safe, easy, and quick. There are staff members on duty daily who are responsible for directing traffic. They need your full cooperation during drop off and pick up.

DO use ONLY the carpool line as a means of picking up your child.

DO NOT park your car in any other area and walk through the carpool line to get your child or call your child to you. This distracts and delays staff members who must stop and correct the situation. It is also dangerous for your child to walk through moving cars.

DO go as far into the parking lot as possible filling in the spaces in each line that you are directed towards.

DO NOT block the street or intersection. This causes congestion on the highway and inside the parking lot and interferes with the flow of traffic.

DO remain inside car at all times. When you are near enough to the front of the line, your child will be taken to you. We ask that you place an 8 ½ x 11 sheet of paper with your child's name on it in the upper passenger side of your windshield.

DO NOT try to signal to your child, stand, or get out of the car and collect him yourself. We do not want children going through moving traffic. This also causes delays.

**PLEASE NOTE: EMPLOYEES ARE NOT ALLOWED TO STAP CHILDREN INTO CARSEATS. PLEASE TEACH CHILDREN HOW TO DO THIS ON THEIR OWN OR QUICKLY ASSIST YOUR CHILD AND EXIT LOT.**

**ARRIVAL PROCEDURE** – Before 8:45 A.M., parents should park and escort campers into the designated childcare room. Between 8:45 and 9:00 A.M., staff members are on duty in the circle by gate 1 to escort campers to their designated classrooms. **Cars must enter through gate 2 and exit gate 1.** After 9:00 A.M., parents must report to the front office with campers and check in before reporting to his/her camp group.

**DISMISSAL PROCEDURE** – From 3:00 – 3:15 P.M., staff members are assigned to our carpool line, and they will direct cars to the proper pick-up location. All children must remain on the porch until a staff member says that all cars have stopped moving and at that time your child will be brought to your car. Once the cars are filled, cars will exit gate 1. If your child is not our at carpool, please exit the parking lot, drive around Wall Blvd., and re-enter gate 2 (repeating the carpool procedure). If your child has not been picked up by 3:15, he will be sent directly to childcare and your account will be charged after the first stay. Payment is expected the following morning. Identification is required to check a camper out of childcare. Only those on the pick up list will be allowed to check out a child.

**PLEASE USE THE KIDDIE CARPOOL PROCEDURE IF YOU HAVE A CAMPER IN YOUR FAMILY THAT IS GOING INTO PRESCHOOL OR KINDERGARTEN. YOUR OLDER CAMPER CAN BE DROPPED OFF WITH YOUR YOUNGER CHILD. FOR DISMISSAL, PLEASE STRESS TO YOUR OLDER CHILD TO BE PROMPT. IF YOU ARE WAITING FOR YOUR OLDER CHILD TO REPORT TO KIDDIE CARPOOL, YOU WILL NEED TO REPEAT THE CARPOOL PROCEDURE.**