



## A. B. Combs Elementary School Carpool Procedures 2008-2009



The A. B. Combs Staff needs your assistance in consistently enforcing the carpool procedures outlined below. With all of us working cooperatively together, carpool will be safer and more efficient for all students, parents, and staff.

**Carpool students should only be dropped off or picked up in the carpool area. Under no circumstances should any students be dropped off or picked up at the street or in area cul-de-sacs.**

### MORNING ARRIVAL PROCEDURES

Children may arrive on campus no earlier than 8:00am unless they are supervised by a parent/guardian, or they are enrolled in the Early Morning Care Program. We encourage parents to help their child(ren) learn to enter the building independently whenever possible. When dropping students off in the carpool lane between 8:00am-8:30am please make sure your child is ready to get out of the car when you arrive in the unloading area. Students are not allowed to enter the building before 8:00am. Teachers are not required to be at school until this time. A carpool number is not required for morning drop off.

### AFTERNOON DISMISSAL PROCEDURES

A new carpool number is required each year. If you have not received a new carpool number, please complete and return the enclosed application to the school office or your child's teacher no later than Wednesday, August 29<sup>th</sup> for Grades 1 – 5 and Wednesday, September 3<sup>rd</sup> for Kindergarten. You will only need a carpool number if your child is picked up daily from carpool. The application must include the names of all children in your carpool and the names of all adults authorized to pick up these children. All students who are picked up from school each day by car, need a carpool number. Please help your child learn their carpool number! This will help expedite afternoon dismissal in a safe and orderly manner. Carpool numbers should be displayed, visible to the outside, on the rear view mirror.

Because of carpool traffic, it is highly dangerous for adults and students to cross the traffic flow between 3:00pm and 3:20pm. Parents who wish to come inside, on a regular basis, to pick up their children must wait until after 3:15pm to enter the building to allow for efficient and safe traffic in our hallways and carpool lane. Please let your child's teacher know when you plan to come inside to pick up your child. These students will be dismissed from the class after they are signed out in the office and called over the intercom. **Parents, under no circumstances, should go down and pick up children from classrooms.** For safety and security reasons we must ask that all children be dismissed from the office. **Please make sure that your child is picked up no later than 3:15pm each afternoon. Our staff has professional and personal commitments after 3:15pm and will not be able to stay to supervise your child after this time.** If you have an emergency and will not be able to pick your child up by 3:15pm, please call the office prior to 2:30pm to make arrangements for your child.

**THANK YOU FOR WORKING WITH US  
TO KEEP ALL OUR CHILDREN SAFE!**

**A.B. COMBS ELEMENTARY SCHOOL  
CARPOOL APPLICATION  
2008-2009**



Please complete the application below and return to the school office or your child's teacher no later than August 29<sup>th</sup>. Our carpool procedures will go into effect September 3<sup>rd</sup>. All carpool riders must have an assigned number by this time. Please include all children on one application.



**Name(s) of student(s) to be picked up in the carpool area:**



1. \_\_\_\_\_ Teacher \_\_\_\_\_



2. \_\_\_\_\_ Teacher \_\_\_\_\_

3. \_\_\_\_\_ Teacher \_\_\_\_\_



4. \_\_\_\_\_ Teacher \_\_\_\_\_

5. \_\_\_\_\_ Teacher \_\_\_\_\_



**Name of adults authorized to pick up above students:**



1. \_\_\_\_\_ Relationship \_\_\_\_\_

2. \_\_\_\_\_ Relationship \_\_\_\_\_



3. \_\_\_\_\_ Relationship \_\_\_\_\_

4. \_\_\_\_\_ Relationship \_\_\_\_\_



\_\_\_\_\_  
Signature of Parent/Guardian

*Please complete only one per family.*



\_\_\_\_\_  
Date

If you have already completed one form this year,  
please **do not return a 2<sup>nd</sup> form.**

*Return to your child's teacher only if you have not previously completed this year.*