

A. B. Combs Leadership Magnet Elementary School Carpool Procedures

Following these simple procedures will result in a smooth, safe, and efficient traffic pattern for everyone. Help keep your child safe by using our carpool line and not the streets surrounding campus. School personnel will be at the crosswalks and at vital traffic points in the carpool pattern. Please follow their signals and instructions. Thank you for your cooperation and courtesy.

- ***All regular carpool students must be dropped off and picked up at the side entrance. NO students are to be dropped off at the second grade building at the rear of the parking lot or any other entrances.
- ***The back parking lot is reserved for **staff only**. If you need to enter the school with your child, please park on the street and cross at the crosswalk where school personnel will make sure it is safe to cross.
- ***The center lane of the driveway is reserved for school buses, official school transportation vehicles, and cars with special signs allowing them to access the cafeteria to pick-up and drop-off special needs students.
- ***The circular driveway in the front on the school is reserved for **SCHOOL BUSES ONLY** from 7:45 to 8:15 AM and 2:30 to 3:30 PM.

CARPOOL:

- Cars enter the carpool lane by turning RIGHT into the far right hand lane of the school driveway. There are NO LEFT TURNS into the carpool lane. Please always go to the end of the carpool line.
- Please use your turn signals. This helps everyone know your intentions.
- Wait at the **STOP** line until the traffic person signals you to move forward into the carpool circle, which is at the side of the building. Stay in the right hand lane.
- School personnel and student assistants will open the car doors and assist students into and out of the cars. Please be sure your children know how to fasten and unfasten the seatbelt so they can enter and exit the car quickly.
- A traffic person will signal when it is clear to exit the carpool circle. Do not pull out around other cars unless a traffic director signals you to do so.
- Please be alert to signals from all traffic directors indicating you must stop. This is to allow pedestrians, buses, and other traffic to proceed.
- All traffic must **TURN RIGHT ONLY** when exiting the driveway onto Lorimer Road. NO LEFT TURN
- Do **NOT** park or let children out of your car in the carpool line on the street.
- Please watch the traffic directors and obey their directions and signals. They are there to keep everyone safe and to keep the traffic moving smoothly and efficiently.

Morning Drop-off Procedures

- Students may enter the building at 8:00 A.M.
- Morning carpool drop-off will begin at approximately 7:50, when school personnel are in the carpool circle to supervise students. **DO NOT DROP OFF CHILDREN PRIOR TO THE APPEARANCE OF THE ADULT SUPERVISORS.**
- Pull forward as far as you can to the end of the carpool circle
- Please have your children and their belongings ready to get out of your car. This will keep the drop-off moving smoothly and safely.
- **After all school buses have left,** the front door will also be used to drop off carpool students. Please follow the signals from the traffic directors.

Afternoon Pick-up Procedures

- Your carpool number must be prominently displayed in your front window. If someone other than you is picking up your child, they **MUST** have that number.
- As cars arrive at the school they need to go to the **END** of the carpool line.
- School personnel will be walking down the line of cars, radioing your carpool number to the school. Your number and name will be displayed **IN ORDER** on our classroom televisions.
- Students will watch the television. When their name and number appears, the students proceed to the hallway by the carpool circle. **Please stress to your children that it is extremely important that they watch the television for their name and come quickly to the carpool hallway.** Cars standing in the loading zone waiting for students delay everyone further back in the line.
- The first car into the car pool circle should stop at the yellow line.
- School personnel will bring the students out to the cars in the carpool circle.
- School personnel and student assistants will help the children get in their cars.
- If cars ahead of you have left, but your child has not yet appeared in the carpool zone, continue moving forward to the head of the line to allow room for those behind you to pull forward and pick up their students.

Cafeteria Drop-off and Pick-up

- **You must have a special sign in your window to drop off and pick up students at the cafeteria during carpool hours.** This sign is given to parents of special needs students at the cafeteria drop off point.
- Stop in the street by the school driveway until the traffic director signals you to turn in to the **CENTER LANE.** Proceed to the next traffic director and stop until you are signaled to proceed.
- Go past the carpool circle to the next traffic director and wait until you are signaled to proceed.
- Turn right and circle in front of the cafeteria. School personnel will assist your children with entering and exiting.
- Circle back to the driveway and wait for a signal to proceed.