

# 2009-2010 CARPOOL ROUTINE FOR SPP

**CARPOOL:** All carpool traffic must come from Broad St. to Pilot View St. and enter the back parking lot from there. Exit is *across* Summit St. to 6<sup>th</sup> St. and back to Broad St.

**DO NOT USE SUMMIT STREET FOR ANY REASON!**

Carpoolers (age 2 and up) may be dropped off from 9:00 - 9:15 AM each morning. Children in first floor classes enter from the covered drive-thru. Children in second floor classes enter from the side driveway door. Teachers are stationed at these entrances to unload cars, and other teachers escort or observe the children as they go to their classrooms (depending on their age). On rainy days, all children are dropped-off at the covered drive-thru, 2/3 cars at a time—traffic cones will indicate this change.

At pick-up time, children ages 3 and above sit under their carpool numbers in the first floor hall while waiting to be picked up in the carpool line. The classes go to this location at approximately 11:55 AM and are ready to depart beginning at 12:00 noon. Two-year-olds remain in their classrooms until ready to be picked up. **Cars line up on Pilot View Street, stopping at the entrance to the back parking lot** to allow parents of infants/toddlers to park and run in before noon. Beginning at noon, children are loaded into cars (7-8 cars at a time) from the covered drive-thru.

Each family (children age 2 and older) must have a family ID number. If you plan to carpool with another family, you should also have their number. ID numbers are to be displayed on the lower passenger-side windshield. A teacher will note numbers from cars in line, relay the numbers by walkie-talkie to teachers inside, and your child(ren) will be escorted outside to meet you. Parents should turn off car engines when in the covered drive-thru and get out of the car to meet their children. Approved carseats or boosters are required for all children attending SPP. A signal will be given for cars to start and depart.

## **PARK AND WALK IN:**

When parking, use only the main parking lot, except for those parents bringing infants and/or toddlers who may park briefly in the back parking lot (teddy bear decal required). Enter and exit the main parking lot by way of 5<sup>th</sup> St. only. Do not use Pilot View St. to reach the main parking lot, as this creates more congestion on Pilot View. Also, do not park on Pilot View St.—use the parking lot, as street-side parking is not permitted.

**Classrooms open at 9:00 AM.** Entrance to the building is through the double glass doors labeled "West Entrance." All parents and children who choose to walk in should wait in the lower lobby until the doors to the preschool hall are opened at 9:00 AM. Then you may go to first and second floor classrooms. Parents may come in to pick up children from their classrooms beginning at 11:45 AM. Children sitting in the hall will be released to parents beginning at noon. Parents are not allowed on the first floor hall after 11:55 (during carpool time). A pick-up point is established in the hall and ID numbers are required for picking up children.

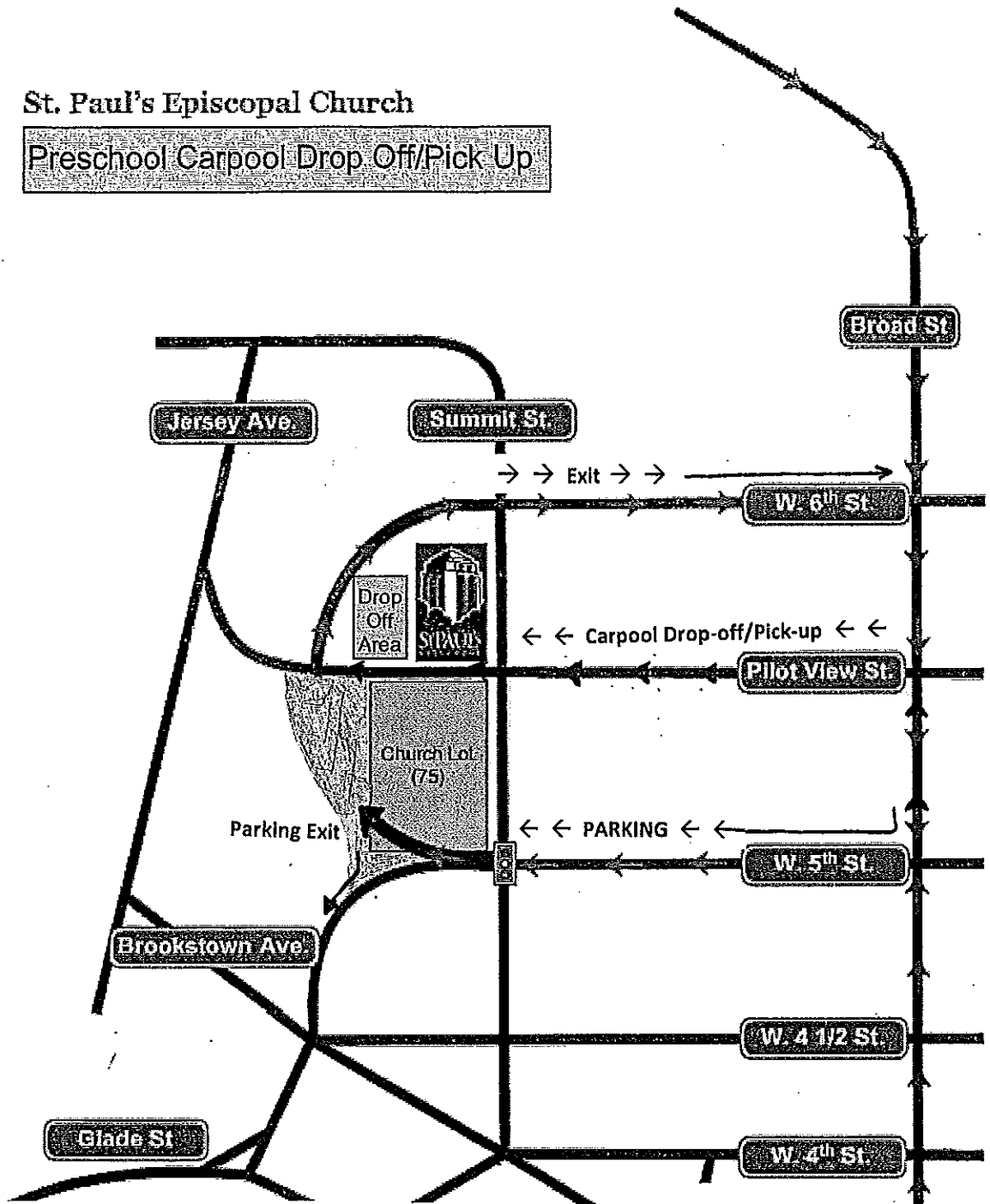
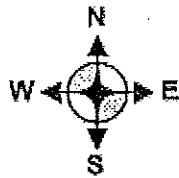
**Infants and toddlers do not carpool,** so parents/caregivers must go inside the building to drop-off and pick-up these children. For infant/toddler parents only, brief parking is allowed in the covered drive-thru if you have a teddy bear decal on your car. Use the West Entrance to enter the building. Parents may walk toddlers to their classrooms at drop-off time, and at pick-up time use the corridor beside room #114 that leads to the courtyard to pick-up toddlers there. Infant parents may use the exterior classroom door or the interior hallway.

**VERY IMPORTANT:** Please observe the traffic flow pattern diagrammed on a separate sheet. Do not attempt to enter the carpool line from Summit St. or Jersey Ave.— use Broad Street only. All cellphone use is prohibited.



## St. Paul's Episcopal Church

### Preschool Carpool Drop Off/Pick Up



#### CARPOOLING DROP-OFF / PICK-UP:

**DO NOT USE SUMMIT STREET OR JERSEY AVENUE TO GET INTO THE CARPOOL LINE.** Approach to St. Paul's should be from Broad Street to Pilot View Street. If back-ups occur at arrival or departure times, pull to the far right on Pilot View Street before entering the parking lot. The line of cars waiting to drop-off or pick-up children will form on Pilot View Street, beginning at Broad. Cars in the carpool line should exit across Summit St. to 6<sup>th</sup> St. and back to Broad Street

#### PARKING:

Use 5<sup>th</sup> Street to enter *and* leave the big parking lot, in order to avoid congestion on Pilot View Street. Parking at the back of the church is limited to parents of infants and toddlers—10 minutes maximum. Cars parked at the back of the Education Building *must* exit with carpool traffic—do not exit toward Pilot View Street. Street-side parking on Pilot View Street is not allowed—use the parking lots.