

Underwood 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. Numbered carpool tags will be issued **one per family** to parents whose children will be permanent car riders. These tags should be displayed in your windshield from the rear view mirror. ***You will need to come by the office to pick up your carpool tag.***

- ***All students should be dropped off and picked up through the carpool line only.
- School personnel 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.
- Students may not enter the building before 8:45 a.m. **Do not drop off children prior to the appearance of all carpool supervisors.**
- Afternoon carpool begins promptly at 3:45 p.m. **If you arrive after 3:30 you will need to utilize carpool.**

Drop off and pick-up procedures

- Cars should **enter on Fairview ONLY** and proceed right on Scales.
- Turn right into the school parking lot.
- **Do Not block the cross walks** at the intersection of Fairview and Scales and the school entrance. This is used by students who walk to and from school.
- **Stay** in the line and continue to follow the loop.
- Your children will be loaded in the first three spaces at the covered walkway (colored cones will mark the sidewalk next to the loading area).
- **Children will be loaded on the passenger side for safety.**
- All traffic must **Turn Right Only** when exiting the driveway on Scales Street. **No Left Turn.**

Send a **written note** or **phone** the office (**by 1:00 PM**) when your child's transportation changes. Without a note or prior notification your child will go home as specified on the Student Information Card.

The end of the day is a very busy time for the office as we begin our dismissal process. **We will not dismiss any child from the office after 3:30.** Please schedule appointments so that your child can be signed out prior to 3:30 or they can be picked up in the carpool loop.

Thank you for your cooperation.

Angela Horne, Carpool Coordinator