

SJES CARPOOL GUIDELINES

- We ask for your patience during the first weeks of school as students, teachers, and carpool drivers become familiar with the carpool routine.
- Harter Road is one-way during carpool hours. From 7:30-8:00 a.m. and 2:45-4:00 p.m., cars should **enter** the campus by turning right into the drive from Harter Road and **exit** by turning right onto Harter Road. As a courtesy to our neighbors, please do not use the residential streets as a cut-through to or from Buckner Boulevard.
- **Cell phones should not be used while driving on campus.**
- Please remain in line and do not attempt to pull around another car.
- **Drop-off and pick-up:** Pre-K - 5th should use the Lower School entrance at the first donut; 6th - 8th should use the Middle School entrance at the second donut.
- Any student who arrives to class after 8:00 a.m. is tardy. A parent or other authorized adult must sign in the student at the main office.
- Children should depart and enter the car only from the curbside and only at designated drop-off areas.
- If you have difficulty getting your child to exit the car, please pull out of line and park in the lot.
- Lower School carpools should have an individual carpool number tag hanging from the rearview mirror. Carpool partners should Velcro tags together vertically so each number is clearly seen. (Additional or replacement carpool tags are available from the school receptionist.) Carpool numbers are not required for Middle School students.
- Younger students who ride with students dismissed at a later time should wait for that carpool. Those students who ride with Middle School students will be supervised in the cafeteria and released with the older student. To facilitate smooth traffic flow, please arrive for carpool at the dismissal time of your oldest rider.
- You are strongly encouraged to carpool with other families. Multiple-child carpools greatly reduce environmental pollution and the length of carpool lines.
- Middle School students may participate in Homework Club after school Monday, Tuesday, Thursday, and Friday until 4:30 p.m. Students not picked up by 4:45 p.m. will be sent to the After School Program. Parents must then pay the \$15 drop-in charge before picking up their child. Pick-up is at the Lower School donut.
- More information about car pool is available in the school directory and handbook.

