

St. Aidan's Preschool Carpool Procedures

1. **Carpool will begin, Tuesday, September 7th.** All children should be walked to their class and picked up from their class the 1st week of school.
2. Have your carpool sign hanging from your rear view mirror. These signs must be displayed when you pull through the carpool line.
3. You will need to cut along the dotted line to make it hang.
4. You will receive two signs with your child's name on them. One sign is for you, and the extra to be given to anyone else who might pick up your child.
5. If you need a new sign, send a note to your child's teacher and I will get a sign to you hopefully the same day.
6. Car seats must be behind the driver's seat for easy load and unload.
7. All children must exit and enter on the driver's side of the vehicle.
8. **Morning carpool will be from 8:55 – 9:10.** If you arrive after 9:10, you will need to walk your child to their class.
9. **Afternoon carpool will be from 12:55 – 1:10.** If you arrive after 1:10, your child will be waiting for you in the director's office.
10. For afternoon carpool, all children will walk with their teachers to the Narthex of the church and wait to be picked up. If you opt not to use afternoon carpool, children will be dismissed to you, from the Narthex.
11. Afternoon carpool is not available for MMO children.
12. Due to child safety laws, we can not take on the liability of buckling your child(ren) into their seat. This must be done by the adult in the vehicle. The carpool worker will place your child(ren) in their seats, but it will then be up to you to pull forward into the designated buckling area to safely buckle your child.
13. Refrain from lengthy conversations with the carpool attendant. If you need to speak with your child's teacher, park and walk in or make an appointment.
14. Remember, we need to unload and load as safely and as quickly as possible. So, please no cell phone use while in the carpool line. Your attention should be on the children.
15. If you are late picking up your child from carpool, the late fee, as stated in the parent handbook, will be billed.
16. Please always go to the end of the carpool line.
17. Leave all pets at home.
18. Do not block the driveway for any reason.

NOTE: This is the 1st year we are doing carpool. We are excited to offer this to our parents, but please be patient with us as there are bound to be obstacles we may have overlooked. The first week or two of carpool is likely to run a bit slower. As we all get familiar with this new system, the line will move faster. We are always open to feedback on how we can improve! Thanks!