

Carpool Instructions

Children may be dropped off at the 5th Street entrance beginning at 9:05. **Per city traffic regulations, cars may not line up on 5th St. until 9:00 am.** Afternoon carpool begins at 12:40 and ends at 1:00. Staff members and parent volunteers will help children into and out of cars. If you arrive after 9:30 or wish to get your child earlier than 12:40, please park in the church parking lot and walk your child into school. Please enter the building through the main church entrance or WDS entrances (avoid CDC entrance on Poplar Street). Children are not to arrive in their classrooms earlier than 9:05. In addition, the FOB will not open any of the doors until 9:00 am. This is a time of preparation for the teachers.

Carpool Route: Each car must enter the carpool line by driving down 5th Street. **Do not use Poplar Street to turn onto 5th Street.** You can use Pine Street or Graham Street to access 5th Street. Be careful not to block the intersection of Poplar Street and 5th Street at the stoplight, and do not block any driveway.

The safety of the children is our primary responsibility at carpool time. Please follow these procedures:

1. During afternoon carpool, display your carpool number in your **right front windshield.**
2. **Always place your car in PARK and set the emergency brake** (or turn off your ignition) when children are being loaded or unloaded.
3. Please do not talk on a cell phone while loading or unloading children from your car.
4. The driver is in charge of telling each child where to sit. This prevents children from becoming upset about who sits where and helps the teacher loading the car.
5. The driver should assist with the buckling of seat belts and car seats on the driver's side of the car and in the third row of the car.
6. It is difficult for our teachers to get children in and out of car seats in the **third rows.** If children ride in the third row, the driver is responsible for getting them in and out.
7. Wait until the car ahead of you has pulled off before driving away. Even if your car is loaded first, **it is dangerous to pull out into traffic. The city requires that you turn right onto Church Street when leaving the carpool line. Do not proceed straight on Fifth Street.**
8. **Important Car Seat information:**
 - **North Carolina Law requires that children UNDER AGE 8 AND WEIGHING LESS THAN 80 POUNDS must ride in a properly used child restraint device.**
 - **It is the driver's responsibility to ensure that each child is properly secured in a child restraint or seat belt.**
9. **If you walk into school to pick up your child, please arrive by 12:30 so you may be out of the halls before afternoon carpool begins. Please be aware of strollers that block the**

children in the hall. Teachers will not be able to chat at this time because they will need to listen for carpool instructions and care for the children in their class.

10. If you must leave a car seat to be used by another driver at afternoon carpool, the afternoon driver must pick up and install the car seat before joining the carpool line. Our teachers cannot install car seats during carpool. Be sure to put a name on the car seat.

Thank you for helping us during this busy and important time of day!