



## DROP-OFF, PICK-UP, AND CARPOOL REMINDERS

Parents, please share this information with anyone picking up your child

1. Toddler parents and caregivers must park to drop-off and pick-up their child. Pick-up time for Toddlers is 12:15pm to allow the hallways to clear before afternoon carpool begins.
2. Twos, Threes, Fours, and TK students may use carpool for morning drop-off and afternoon pick-up.
3. **Turn off your cell phone** when your car reaches the dumpster. We need your full attention to make carpool run smoothly and safely.
4. **Teachers will unload and load the children only on the passenger side of your car** (the side closest to the sidewalk of the carpool lane). It can be dangerous to walk little ones around the back of your car to enter/exit on the driver's side. **Please have your car seat arrangement best suited for children to enter/exit from the passenger side of your car and from any caregiver's car.**
5. Morning carpool runs 8:50-9:15am. Have your child dressed and ready to go by the time a teacher comes to the car door. We will close the carpool doors at 9:15am to allow children and teachers to start the day. After 9:15am, please escort your child to his/her classroom, and let a teacher know that you have arrived. *Never send a child to his/her classroom unattended.*
6. Be aware of the various parking signs in the parking lot. Several are "Reserved Handicap Parking Sunday AM and Wednesday PM Only" (printed on the signs), and you may park in those spaces during WDS hours. All other handicapped spaces are reserved 24-hours a day 7-days a week. **Do not park in the 24-hour handicapped spaces, the adjacent handicap loading spaces, or any "No Parking" spaces even if you are only running into the building for a minute.** You are welcome to park in the regular parking spots in the parking lot, along the street, or at the Outreach Center.
7. Afternoon carpool begins at 12:25pm. **Be in line by 12:45pm.** When entering the campus carpool line from Oxford Place, please alternate cars approaching from Queens Road and Providence Road. **Display your yellow carpool tag on your windshield as soon as you are in line, and keep it displayed until your child is in the car.** If a grandparent, caregiver, or friend is picking up your child in carpool, please give them an extra carpool sign, which is available in the office.
8. Pull over to the spaces to the **left of the carpool line to buckle your child.**
9. Any children remaining at 1:00pm will be taken to the WDS office to wait for you. **A \$5 late pick-up fee will be charged to your account if your child is not picked up by 1:00pm.**
10. Be sure to send a written note with your child if he/she is to ride home with someone else. We must have the request in writing for the safety of your child. If we do not have a note, we will call you before releasing your child to someone else.
11. Children will not be released from the Weekday School without a proper car seat.
12. Do not leave a child unattended in the car.