



Campus Carpool Procedures and Guidelines 2025-2026 School Year

Carpool Tags:

For all Lower School (PK-4th) and Middle School (5th-8th) parents, each family will be assigned a carpool tag number and provided two tags for their family to hang on their vehicles. All families will be assigned a **new** carpool number. Information on how and where to pick up these tags will be provided by each individual division.

Rear Window Decals:

For new families or anyone that needs replacement decals, please email your division representative (page 6 of this document) and they will send a decal home with your child. **Returning families are free to leave the same decal from the 2024-2025 school year on their vehicle.** These decals assist other drivers with entering the carpool line and help our staff identify vehicles that are authorized to drop off and pick up students.

Carpool Times:

<u>GRADE</u>	<u>ARRIVAL</u>	<u>DEPARTURE</u>
PK2 PK3 PK4	8:00 - 8:15 AM	3:00 - 3:15 PM
K - 12	7:30 - 8:00 AM	3:30 - 3:45 PM
School dismisses Wednesdays at 2:30 PM (Except Pre-K @ 2:00)		

GENERAL CARPOOL GUIDELINES

1. Only students or staff can open and close vehicle doors. Parents/guardians should not exit their vehicles as this will only delay the loading and unloading of students.
2. Please turn on your hazard flashing lights immediately upon pulling next to the curb and entering the carpool line.
3. Upon entering the carpool line for pickup, please display your hang tag on your rearview mirror.
4. Students **MUST** be dropped off and picked up at designated areas. Please **DO NOT** drop off or pick up students in any other area of campus, especially on the street. Designated load & unload zones have been created at the front of each campus
5. Refer to the detailed [Carpool Map](#) to familiarize yourself with all carpool flow protocols and procedures
6. All students will be dismissed at 2:30 (PK at 2:00) on Wednesdays. All pick-up procedures will occur as usual.

LOWER SCHOOL - EARLY CHILDHOOD (PreK 2/PreK 3/PreK 4)

ARRIVAL - Morning Carpool and Drop Off (8:00 A.M. - 8:15 A.M.)

7:30 AM	Drop-off for ES (K-4) AND siblings in PK3/PK4 <i>*PK2 Can not be dropped off early*</i> Student entry at either side of front entrance Walkers use the northeast front entrance
7:30 – 8:00	Holding Room for PK3/PK4 siblings
8:00 AM	Drop-off for EC (PK2/PK3/PK4) Please enter the car line no earlier than 7:55am Student entrance at northeast door straight into the EC wing

1. Carpool entrance is located at 13077 Westella Drive, and the line wraps around the corner continuing down Whittington Drive.
2. If entering the carpool line **prior to 7:30 AM**, the driver should pull to the curb and turn on the vehicle's hazard flashing lights.
3. If entering the carpool **after 7:30 AM**, the driver should turn on the vehicle's hazard flashing lights and proceed to the first available designated unloading area.
4. At 7:30 am, the vehicle at the front of the carpool line will be directed to start carpool and enter the designated unloading area. Each car should pull up to the furthest designated carpool load/unload space.
5. School staff will assist students out of the vehicle, but please ensure that the vehicle is at a complete stop before unloading children.
6. Vehicles will have the option to either stay to the left to continue straight down Enclave or take a left on Westella OR you can remain to the right which will be a right turn only out of the carpool line.
7. Staff will open car doors and help students get out of the vehicles and into their classrooms.

DISMISSAL - Afternoon Carpool and Pick Up (Starting at 3:00 P.M./2:00 P.M. on Wednesdays)

3:00 PM	Pick-up for EC (PK2/PK3/PK4) <i>*PK2 students must be picked up at this time*</i> Siblings of any student in grade K-4 can be held in holding room until 3:30 CP Parents must pull out of CP into waiting area to buckle in their children
3:15 PM	ES Vehicles pulled up to front of CP Line. Any EC parent arriving after 3:15 will be required to either park and walk-in to PU or will join the end of the CP line.
3:00 – 3:30 PM	Holding Room for PK3/PK4 siblings
3:30 PM	Pick-up for ES (K-4) AND PK3/PK4 siblings Walkers return to playground where parents PU @ Wooden Gate

1. Parents/Caregivers will pull up to drop off cones that are spaced apart on the ECC driveway. Parents/caregivers should remain in their vehicles.
2. Students will remain in the building until their number is called.
3. Staff members will bring students one at a time to their vehicles.
4. Staff members will open vehicle doors and assist students with entry if necessary.

5. **It is the parent's/children's responsibility for buckling seat belts and car seats. If additional time is needed to buckle, please proceed to the market "Buckle Up Zone" located just after exiting the carpool line.**

LOWER SCHOOL - ELEMENTARY SCHOOL (Grades Kinder - 4th)

Students in grades **K-4** should drop off & pick up at the Westella circular drive

***Students in grades K-4 are **NOT** to be dropped off in Middle or High School in the morning to walk over to the Elementary building. They should not walk over to any other buildings in the afternoon for parent pickup

General guideline: Oldest child goes to the youngest child's location.

ARRIVAL - Morning Carpool and Drop Off (7:30 A.M. - 8:00 A.M.)

1. The front of the carpool is at the entrance of the Westella circular drive located at 13077 Westella Drive and carpool then wraps around the corner to continue on Whittington Drive.
2. If entering the carpool line **prior to 7:30 AM**, the driver should pull to the curb and turn on the vehicle's hazard flashing lights.
3. If entering the carpool **after 7:30 AM**, the driver should turn on the vehicle's hazard flashing lights and proceed to the first available designated unloading area.
4. At 7:30 am, the vehicle at the front of the carpool line will be directed to start carpool and enter the designated unloading area. Each car should pull up to the furthest designated carpool load/unload space.
5. School staff will assist students out of the vehicle, but please ensure that the vehicle is at a complete stop before unloading children.
6. Please be sure children are ready to get out of the car with bags on their backs before the car door is opened. If your child is struggling to get out of the car, teachers will attempt to coax them out, but if they will not get out you will be asked to pull out of the lane, park, and walk them up to the door.
7. Vehicles will have the option to either stay to the left to continue straight down Enclave or take a left on Westella OR you can remain to the right which will be a right turn only out of the carpool line.

DISMISSAL - Afternoon Carpool and Pick Up (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. If entering the carpool line prior to your designated carpool time, the driver should pull to the curb, turn on the vehicle's hazard flashing lights, and display the carpool number hang tag on the rearview mirror. The K-4 early line up should begin near the bridge, allowing Pre-K families to pass by and enter the coned off carpool lane. Pre-K families have aqua stickers and K-4 families have navy stickers.
2. At 3:30 PM, please follow the flow of traffic to continue to the carpool pick-up area. If you are the first vehicle in line, please pull the carpool line up into the coned area at 3:20 **but not earlier**.
3. Please follow the instructions of the school staff supervising carpool as well as all officers directing traffic.
4. Vehicles will have the option to either stay to the left to continue straight down Enclave or take a left on

Westella OR you can remain to the right which will be a right turn only out of the carpool line.

Walkers

- Walker pickup will occur on the Northeast side of the lower school campus on the EC playground.
- For any walkers, please use the sidewalks and cross streets only at controlled intersections. Do not walk across any of the carpool lanes; this is too dangerous for our students and you.
- Upon arrival, provide your carpool tag to the walker playground gate and your child will be called.
- No one will be allowed into the playground area. You must wait outside of the gate while waiting for your child.

MIDDLE SCHOOL (Grades 5-8)

Grades 7 and 8 students can be picked-up and dropped-off at either the MS Campus or the HS Campus

ARRIVAL - Morning Carpool and Drop Off (7:20 A.M. - 7:50 A.M.)

1. Carpool will take place at the front of the Middle School located at 2005 Gentryside Drive (Gate #11) and the carpool line then continues South down Gentryside Drive.
2. If entering the carpool line **prior to 7:20 AM**, the driver should pull to the curb and turn on the vehicle's hazard flashing lights.
3. If entering the carpool **after 7:20 AM**, the driver should turn on the vehicle's hazard flashing lights, join the line behind the last car in the carpool line, and proceed to the first available designated unloading area.
4. Parents/guardians will pull up to the designed drop off location in front of the Middle School main building or along the side, as directed. Parents/guardians should remain in their vehicle.
5. Proceed to the exit and turn **right only** onto Gentryside Drive or Whittington Drive, depending on route.

DISMISSAL - Afternoon Carpool and Pick Up (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. Middle School students with Lower School siblings may cross the bridge for pick up at the LS Campus.
2. Students who ride the bus will walk over to the bus departure area via the bridge.
3. All Middle School students waiting to be picked up will wait in the cafeteria until their number is called.
4. Parents/guardians will pull up to the pick-up location at the front of the Middle School building or along the side, as directed. Carpool numbers should be displayed from the rear-view mirror in the vehicle. Parents/guardians should remain in their vehicle.
5. A staff member on duty will announce the carpool numbers of waiting vehicles. Loading spots in the front of the building will be labeled with **Letters** while spots along the side of the building will be labeled with **Numbers**.
6. Announcements are broadcast into the cafeteria and front lobby. Students will move directly to their vehicle after their carpool number is announced.
7. Proceed to the exit and turn **right only** onto Gentryside Drive or Whittington Drive depending upon where you pick your child up from.
8. Please do not pick your child up on the street; this is not a safe area to have your child enter your vehicle.

HIGH SCHOOL

Students in grades **9-12** should drop off & pick up at the front of the High School (Whittington Dr.)

Families with students enrolled in both Elementary (K-4) **AND** Middle/High School (grades 5-12) **MUST** drop off & pick up at the Westella circular drive. (*Option: Families can do separate drop off & pick up should they choose – one at Westella and one at the Middle School or High School campus designated area*).

High School Student Parking: High School Seniors and Juniors who drive to school are required to park in the student lot on the Whittington campus and must have a proper parking pass sticker on their vehicle. They may enter the parking lot beginning at 7:00 A.M. along with the carpool and park in designated student parking only.

ARRIVAL - Morning Carpool and Drop Off (7:30 A.M. - 8:00 A.M.)

1. High School carpool drop off is located at 13051 Whittington Drive and the carpool entrance is the second gate on the left-hand side going West on Whittington (Gate #1). Vehicles entering for carpool should proceed through the parking lot and wrap around to the front of the High School building for drop off.
2. At 7:30 AM, carpool will begin and students may begin to exit the vehicle **ONLY** at the designated unloading areas including the front of the high school or along the sidewalks.
3. Students that are dropped off prior to 7:30 AM should report to the cafeteria or courtyard unless they have a scheduled meeting with a teacher.
4. An Officer will direct you as you exit the circular drive to assist in keeping traffic flow moving.

DISMISSAL - Afternoon Carpool and Pick Up (Starting at 3:30 P.M./2:30 P.M. on Wednesdays)

1. If entering the carpool line prior to 3:30 PM, the driver should pull to the front of the load/unload zones at the High School building. HS families will not be issued carpool tags and vehicles picking up HS students will not need to display a tag.
2. When all load/unload zones are full, the remaining vehicles should form a single line wrapping around the parking lot.
3. Any vehicles waiting in carpool line, but are not in the parking lot, should pull to the curb on the High School side of Gentryside Drive and turn on the vehicle's hazard flashing lights.
4. As carpool tags are not provided or used for high school students, we ask that parents/guardians text or call their child to inform them of their arrival.
5. Please do not pick your child up on the street, this is not a safe area to have your child enter your vehicle.

General Carpool Reminders

- Refrain from making U-turns in the middle of the street. If you need to join the carpool line located on the other side of the street, please find a safe and appropriate area to join the carpool line.
- **DO NOT** cut in any carpool line. When joining a carpool line, make certain it is the end of the line. Breaking into line will only cause tempers to flair.
- For elementary morning drop-off, your child should be prepared to exit the vehicle along with their backpack and lunch bag with the assistance of carpool personnel.
- **DO NOT** use a cell phone during carpool. In addition to it being illegal to use cell phones in a school zone, there is much activity during this time and for the safety of all involved, it is important that each driver is fully focused on driving and aware of their surroundings.
- While on campus please ensure that you are driving at a reasonable speed and obeying all school speed limit signs. When driving in parking lots, please be aware of your surroundings and drive no faster than **5 mph**.
- **DO NOT** block any driveways while waiting in the carpool line.
- Refrain from blocking city bus drop-off and pick-up locations. Look for signs that indicate what areas you should leave open for the city bus.
- A driver should not exit their vehicle during carpool to assist their child. Allow staff to assist in unloading and loading to make for a more efficient drop-off/pick-up process. In addition, **it is the parent's/children's responsibility for buckling seatbelts and car seats.**
- Parking in an undesignated spot and allowing a child to walk to a morning class is not permitted. Students are only permitted to be dropped off at the designated locations in front of each school.
- Drivers will not be permitted to enter gates located on Whittington in front of the Moore Gymnasium for drop off as this will only be available for staff parking.
- **NEVER** walk across the street unless an HPD Officer has stopped traffic and has given you the all clear to cross.
- It is important that all vehicles obey the directions from all HPD Police & Security Officers. They are set in place to keep the flow of traffic moving in the safest way possible.
- Please make certain to hang your carpool tag on the vehicle's rear-view mirror so that the number can be clearly seen by school personnel.
- Be certain to communicate with your child where you intend to collect them at the end of the school day. This will ensure that the carpool line is not detained by school staff having to search for the child.

ADDITIONAL CARPOOL INFORMATION

Contact Information

If you have any questions, concerns, or feedback regarding carpool, please contact the division-specific representative below for assistance.

- **Early Childhood** (PK 2, 3, 4)
 - Jennifer Barker - jennifer.barker@thevillageschool.com
- **Elementary School** (Grades K-4)
 - Lesley Morrow – lesley.morrow@thevillageschool.com
- **Middle School** (Grades 5-8)
 - Kathy Alvarado - kathleen.alvarado@thevillageschool.com
- **High School** (Grades 9-12)
 - Rudy Ramirez – rudy.ramirez@thevillageschool.com

Replacement/Additional Carpool Tags and Sticker

- If you require additional vehicle stickers/tags or need replacements, please visit the front desk receptionist at each division to provide you with these items.