



## St. Andrew the Apostle Carpool Policies and Procedures

### Carpool Policies

1. In order to expedite carpool, all vehicles are **REQUIRED** to display a school-issued carpool sign in the front window with the student's name, grade level, and family code. Initial signs will be provided by the school. (Additional and replacement signs are available upon request by contacting the office).
2. Students will NOT be released to any parent without a school-issued carpool sign.
3. School-issued carpool signs must be displayed on your dashboard or rear-view mirror until you have exited the carpool line.
4. **Usage of cell phones by drivers in carpool is prohibited for the safety of all students.**
5. **Please refrain from arriving to the afternoon carpool before 2:30PM.**
6. All vehicles must adhere to the posted traffic signs and use only the marked Parking Lane. Please be considerate at all times of our school neighbors and do not block driveways, intersections, pedestrian walkways, fire hydrants, bike lanes, or driving lanes.
7. During arrival and dismissal, parking in the front circle is limited to those with office or church business. Do not park to drop off or pick up students.
8. **The faculty parking lot is for faculty parking only. Do not park, drop off students, or pick up students from this area.**
9. Students not picked up in carpool after 15 minutes of the dismissal time (3:30 PM, 11:15 AM early dismissal) will automatically be directed to Archers After 3.
10. The adults and students are expected to be cooperative and polite with the faculty and students assisting with traffic safety duty. In the event that someone ignores directions, refuses to abide by the school guidelines, or is impolite, the students involved will have to be dismissed to an adult from the school office. This policy will be implemented at the discretion of the administration.
11. For the safety of all students, please adhere to procedures listed. Students not following arrival and/or dismissal procedures may be liable for a detention.

School representatives will not allow a child to be placed in a vehicle in carpool when it is obvious that per applicable laws the child is in need of a car seat and none is in the vehicle. Parents/guardians are solely responsible for ensuring child automobile restraints are age, weight and height appropriate, properly installed and are used in accordance with the law. Please see the Louisiana Child Passenger Safety Laws for specifics regarding appropriate equipment: <https://www.lahighwaysafety.org/>

| Age/Size   | Restraint Use   |
|--|---|
| Birth to at least 2 years old  | Ride rear facing in an infant or convertible child safety seat                          |
| At least 2 years old and has outgrown the rear facing seat by height or weight                 | Ride in a forward-facing child safety seat with an internal harness                     |
| 4 years old and has outgrown the forward-facing seat with internal harness by height or weight | Ride restrained in a belt positioning child booster seat using a lap shoulder seat belt |
| 9 years old or has outgrown the booster seat and can pass the 5 Step Test                      | Ride restrained with a lap shoulder seat belt secured correctly on the vehicle seat     |
| Younger than 13 years old  | Ride in the rear seat of a vehicle, when available and properly restrained              |

A child who can be placed in more than one category shall use the more protective category.  
Child safety seats must be used according to the manufacturer's instructions.

*5 Step Test: The seat belt fits correctly when the child sits all the way back against the vehicle seat, the child's knees bend over the edge of the vehicle seat, the belt fits snugly across the child's thighs and does not sit on top of the child's abdomen, and when the shoulder strap snugly crosses the center of the child's chest and not the child's neck.*

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**Arrival/Dismissal Procedures for Nursery, PK1, & PK2 (Arrival-Eton Street Front Gate/ Dismissal-Hudson Street Back Gate)**

1. Nursery, PK1 and PK2 students must always be escorted by a parent or guardian to their classroom. Drop off time is from 7:30AM to 8:00AM.
2. Nursery, PK1 and PK2 students with older siblings **cannot** be dropped off with sibling in the morning carpool line between 7:30AM and 8:00AM. Directives for where to drop older siblings off will be given by Administration.
3. Parents will use the Eton Street front gate entrance and park in the front circle near the Administration Building. Parents will walk their student(s) to the classroom each morning.
4. Upon entering the classroom please make sure a staff member in your child's classroom is aware that you are present and are dropping off your child.
5. Upon arrival please let your child's teacher know if your child has had any type of medication or has had any unexpected events the night before. This information will help the teacher to determine any unusual behaviors or illness that may come about throughout the day. Parents please keep in mind that it is best for your child if you do not hang around the classroom for a long period of time.
6. For the safety of all, we ask that all Nursery, PK1, and PK2 parents have exited the campus by 8:00AM. The gate leading to and from the classrooms will be locked promptly at 8:00AM
7. When you are walking to and from the classroom you must use the front walkway in front of the church.
8. Children arriving after 8:00AM must report to the school office accompanied by an adult for check in. Once checked in, the child will be escorted to their classroom by a St. Andrew faculty member or office staff member.
9. Dismissal of Nursery, PK1, and PK2 will be through the Hudson Street Back Gate.
10. At dismissal, Nursery, PK1 and PK2 students must be picked up between 2:45PM and 3:00PM. Students not picked up by 3:00PM will be sent to Archers After 3.
11. On 11:00AM early dismissal days students in Nursery, PK1, and PK2 must be picked up from carpool between 10:45AM and 11:00AM.
12. Parents/Guardians must display their school-issued carpool sign in their front window during dismissal.

**Carpool Arrival/Dismissal Procedures for PK3, PK4, K, and 1<sup>st</sup>, and their siblings/carpool riders – Hudson Street Back Gate**

1. All PK3, PK4, K, and 1<sup>st</sup> grade students with their siblings/carpool riders will use the Hudson Street back gate for carpool arrival and dismissal. Between 7:30AM – 8:00AM, students must be dropped off using the back carpool unless they are present for before school care which begins at 6:45AM.
2. Upon arrival, students in PK3, PK4 and K will be walked back to their classrooms by the duty teacher or safety patrol member. Students in 1<sup>st</sup> grade will walk to the gym for morning assembly or to their classroom on homeroom assembly days.
3. To help teachers expedite morning carpool, please unbuckle your child's seatbelt prior to the teacher on duty opening the car door.
4. At arrival, students exit from only the passenger side of the vehicle. Students needing assistance will be helped by duty teacher; otherwise, they may exit cars on their own.
5. Children arriving after 8:00AM must report to the school office accompanied by an adult for check in. Once checked in, the child will be escorted to their classroom by a St. Andrew faculty member or office staff member.
6. At both arrival and dismissal, cars use MacArthur Blvd. to access Hudson Street in order to access the back gate. Please do NOT use Somerset, Plymouth, or Dover to enter the back-carpool area. Cars should not enter the gate until signaled by the duty teacher.
7. All cars should exit the back gate by making a right turn onto Hudson street.
8. In order for traffic to continue to flow, cars are only allowed to turn right on to MacArthur Blvd.
9. At dismissal, students are seated in the designated area and listen for their name to be called. Vehicles enter the blacktop area when directed by a faculty member and move to the pick-up area by the back overhang.
10. Students are to enter the cars from only the passenger side; students in need of assistance will be helped by duty teachers.
11. To buckle your child's seatbelt/car seat, please pull forward, out of the carpool line.
12. At dismissal, PK3, PK4, K, and 1<sup>st</sup> grade students with their siblings/carpool riders must be picked up between 3:15PM and 3:30PM. Students not picked up from the back carpool by 3:30 PM will be sent to Archers After 3.
13. Students in PK3, PK4, K, and 1<sup>st</sup> grade must be picked up from the back carpool by 11:15AM on 11:00AM early dismissal days.
14. Parents must display their school-issued family carpool sign in the front window during dismissal.

### Carpool Arrival/Dismissal Procedures for **grades 2nd-7th- Eton Street Front Gate**

1. Students in grades 2-7 will use the Eton Street front gate for carpool arrival and dismissal. At arrival and dismissal, cars may approach the circle entrance from both directions of Eton St. (Mac Arthur Blvd. side or Alice Harte side) and alternate turns to enter the circle drive and remain in the right lane.
2. There are two ways to enter the St. Andrew carpool line on Eton Street. Vehicles may line up on Eton Street and MacArthur Blvd. or vehicles may line up on the Alice Harte side of Eton Street by using Woodland Drive to Durham Drive. Once on Durham Drive, you will enter Eton Street by taking a right onto Eton Street.
3. Please **never** wait in the St. Andrew the Apostle carpool line in front of Alice Harte Elementary (past Durham Drive.
4. At arrival, traffic moves to the area of the cafeteria overhang where students will exit only from the passenger side of the vehicle with the assistance of the duty teacher if needed.
5. For the safety of all, please refrain from retrieving backpacks from a vehicle's trunk during carpool.
6. Children arriving after 8:00AM must report to the school office accompanied by an adult for check in. Once checked in, the child will be given a tardy slip and may walk to their classroom.
7. At dismissal, students will remain in their homeroom classroom and wait for their vehicle to arrive. Vehicles line up along Eton St. and MacArthur Blvd. or Along Eton Street and Durham Drive. Vehicles may only enter the gate **after the duty teacher steps into the circle and signals, not prior to 3:15 PM or 11:00 AM on early dismissal days.**
8. Students are to enter the cars from only the passenger side; students in need of assistance will be helped by duty teachers.
9. For safety, please refrain from having students place their backpacks in a vehicle's trunk.
10. At dismissal, students in 2<sup>nd</sup>-7<sup>th</sup> grade with their siblings/carpool riders must be picked up between 3:15PM and 3:30PM. Students not picked up from the back carpool by 3:30 PM will be sent to Archers After 3.
11. Students in 2<sup>nd</sup>-7<sup>th</sup> grade must be picked up in the front carpool by 11:15AM on 11:00AM early dismissal days.
12. Parents must display their school-issued family carpool sign in the front window during dismissal.

Parents & guardians picking up their child(ren) should NOT arrive to the afternoon carpool line before 2:30PM. Should you need to arrive prior to 2:30PM, we ask that you wait on either Mac Arthur Blvd. or Durham Drive-**NEVER** on Eton. If you should begin lining up on Eton Street for afternoon carpool before 2:30PM, Administration will ask you to move your vehicle to McArthur Blvd or Durham Drive.\*\*