



## 2023-24 Carpool Procedures

St. Martin's continues to offer carpool drop-off and pick-up procedures to allow ample time for students to enter the building and arrive to their classrooms in time for their first class.

- K – 8 Arrival: 8:10 – 8:25 am (doors open at 8:15 am)
- K – 8 Dismissal: 3:30 pm
- Students arriving after 8:25 am are tardy and a parent will need to sign them in at the main school office.
  
- Preschool Arrival: 8:30 – 8:45 am
- Preschool Dismissal: 11:45 am or 3:00 pm
- Students arriving after 8:45 am are tardy and a parent will need to sign in at the main school office.
- Preschool siblings of K-8 students will attend Pony Club at no charge between 8:10-8:30 am and 3:00-3:30 pm.
  
- All vehicles should maintain a safe speed limit of 10 MPH while on St. Martin's campus.
- All vehicles should yield to walkers and bike riders.
- When possible, car seats should be placed on the passenger side of the vehicle.
- Students remaining at school 15 minutes after scheduled dismissal time will attend Mustang Club at the drop-in rate.

### **Arrival Procedures**

Vehicles will enter via Tewkesbury Lane and form two lines beginning at the flagpole (Location A). When a faculty member signals, vehicles will merge into a single-file line (Location B). After signal from a faculty member, vehicles will continue to the rear lot and unload students.

Beginning at 8:35 am, vehicles containing only preschool students will proceed in a single-file line along the driveway to the second stop sign and await faculty signal.

### **Lower & Middle School Student Vehicles** (including Preschool siblings)

#### **8:10 – 8:25 am**

Vehicles will remain in the order they arrived and proceed in a single-file line around the building to the back to drop off students at the farthest cone indicated by a faculty member. Middle School students will walk up the first set of stairs and enter the building through Parish Hall. Lower School students will proceed down the ramp to the LS entrance. Preschool students with siblings in Grades K-8 will exit the vehicle with their sibling and enter Parish Hall with a faculty member. Faculty members will supervise the students exiting vehicles and entering the building. Vehicles continue around the blacktop and exit onto Benfield Road.

### **Preschool Student Vehicles**

#### **8:30 – 8:45 am**

When the faculty member signals, vehicles will remain in order and proceed to the rear parking lot in a single-file line. Students will exit to a faculty member in front of the first awning and proceed to the classroom. Vehicles will continue around the blacktop and exit onto Benfield Road.

### **Bicycle Riders and Walkers**

Bicycle riders and walkers with a completed permission form will enter via the Benfield Road entrance and proceed to the pathway on the right side of the main church entrance. All walkers and bicycle riders will proceed around the right side of the church. The bicycle rack is located adjacent to the picnic area. **Vehicles should remain cautious of walkers and bicycle riders.**

## **Dismissal Procedures**

***Carpool name signs must be visible in the front windshield when entering driveway until the student is in the vehicle.*** Vehicles will enter via Tewkesbury Lane and remain in a single-file line following the instructions below.

### **Preschool Dismissal**

Vehicles will enter via Tewkesbury Lane and remain in a single-file line around to the rear of the building and stop at the corner (Location C), no earlier than 2:45 pm. If the queue extends beyond campus, then vehicles should drive along Tewkesbury Lane and make a U-turn at the first intersection to queue on the right-hand side of Tewkesbury Lane, next to the soccer field. Vehicles should not make 3-point turns on Tewkesbury Lane, nor should they block any driveways. Vehicles should not enter via Benfield Road.

Vehicles will remain in the order they arrived and await a faculty member signal to proceed (Location C). Vehicles will pull up to designated spots where faculty members will assist children into their vehicles. Vehicles will pull around to the playground side of the blacktop for buckling seatbelts. Vehicles will continue around the blacktop and exit directly onto Benfield Road. Vehicles may not exit via Tewkesbury Lane.

### **K-8 Dismissal**

Vehicles will enter via Tewkesbury Lane and form two lines, stopping at the flagpole (Location A), no earlier than 3:20 pm. When both lanes are filled, cars should queue on the right side of Tewkesbury Lane, by proceeding along Tewkesbury Lane and making a U-turn at the first intersection. Vehicles should not make 3-point turns on Tewkesbury Lane, nor should they block any driveways. Vehicles should not enter via Benfield Road.

When directed by faculty (Location B), the lanes will merge and proceed to the rear lot of the School building. A faculty member will signal vehicles to move forward for student dismissal (Location C). Vehicles must remain in the order they arrived throughout the dismissal process.

All vehicles will continue around the building as the line moves and collect students around the blacktop at teacher stations (Locations 1-8). Students will enter vehicles where a teacher is present. Vehicles will pull around to the playground side of the blacktop as far forward as possible for buckling seatbelts. Vehicles will continue around blacktop directly to Benfield Road exit.

### **Bicycle Riders and Walkers**

Middle School bicycle riders with a completed permission form and Lower School bicycle riders accompanied by a parent will be dismissed at 3:25 pm. Vehicles begin moving at 3:30 pm; no walkers or bike riders will be dismissed while vehicles are moving. They must exit via Benfield Road or the driveway to Tewkesbury Lane. They may not exit using the gate on the athletic field.

