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## **2025-26 Carpool Rules and Procedures**

The following policies have been instituted to protect children and to move the carpool line efficiently.

### Important Rules for Carpool and Driving on Campus

- All vehicles should maintain a safe speed limit of 10 MPH while on St. Martin's campus.
- **Parents/guardians may not use cell phones in the carpool line, or at any time while driving on campus, to ensure everyone's safety.**
- All vehicles should yield to walkers and bike riders.
- Cars should not arrive on campus before the designated time for their division (see below).
- No unattended cars may be parked in the carpool line at any time. If parents/guardians need to talk to another parent or come into the building, vehicles should pull into a parking space.
- When possible, car seats should be placed on the passenger side of the vehicle.
- Please keep children secured in their car seats or properly belted until the vehicle is stopped for loading and unloading.
- No children are permitted on the playground while cars are waiting in the carpool line. Children are not allowed on the playground without adult supervision.
- The carpool line is not a time for extended conversation with a staff member. When necessary, parents/guardians should call or email for an appointment to speak with a staff member.

### Arrival and Dismissal Times

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.

#### Lower and Middle School Students (K-8)

- K-8 Arrival: 8:15 – 8:30 am
- K-8 Students arriving after 8:30 am must park and be escorted by a parent to the Main Office and signed in tardy. Please be mindful of the Preschool carpool and park your car toward Benfield Road to avoid Preschool carpool traffic.
- K-8 Dismissal: 3:30 pm

#### Preschool Students

- Preschool Arrival: 8:30 – 8:45 am
- Preschool students arriving after 8:45 am must park and be escorted by a parent to the Main Office and signed in tardy. Students will be escorted to their class by a staff member.
- Preschool Dismissal: 12:45 pm (Half-Day) or 3:00 pm
- Preschool siblings of K-8 students who wish to be dropped off at the same time as their older siblings may attend Mustang Club at no charge between 8:15 - 8:30 am and 3:00 - 3:30 pm.

### 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. Only vehicles with a "Skip the Carpool Line" flag (winning bidders from the school auction) may enter via Benfield Road and will proceed in front of other vehicles, as directed by a faculty member posted near the flagpole (Location A).

### **Lower & Middle School Student Vehicles (including Preschool siblings): 8:15 – 8:30 am**

Vehicles will remain in the order they arrive 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



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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(s) 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-Only Student Vehicles: 8:30 – 8:45 am**

Vehicles will remain in order, proceed to the rear parking lot in a single-file line along the driveway to the second basketball hoop, which is the Preschool entrance ramp. Children are never allowed to exit the car until a staff member arrives to assist them. Students will exit to a faculty member and proceed down the ramp to the classroom. Vehicles will continue around the blacktop and exit onto Benfield Road.

## **Bicycle Riders and Walkers on Arrival**

Bicycle riders and walkers 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. Students are required to wear a bicycle helmet coming from and going to school while operating a bicycle, scooter, skateboard, etc.

All 5<sup>th</sup>-8<sup>th</sup> grade students riding or walking without an adult must have a [signed permission form](#) on file in the Main Office (to be updated each school year).

## **Dismissal Procedures**

- **Carpool name signs must be visible in the front windshield when entering the driveway until the student is in the vehicle.**
- Preschool siblings of K-8 students may be picked up at 3:30 pm. On Early Dismissal Days, Preschool siblings will dismiss with K-8 siblings at noon.
- K-8 Students remaining at school 15 minutes after scheduled dismissal time will attend Mustang Club at the drop-in rate. Preschool students are not eligible to drop in to Mustang Club and will sit with an Office Administrator and be charged at the Mustang Club drop-in rate.
- Students will be released to adults only – not to siblings of driving age unless a permission form is on file with the School. To release a student from school to anyone other than caregivers on record with the School, St. Martin's requires parent permission by email, handwritten note or telephone call to their homeroom teacher and Office Administrator Jan Wilder by 8:00 am. For safety reasons, the person picking up students should be prepared to show identification.

## **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 (no earlier than 12:40 pm for half-day dismissal). 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



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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

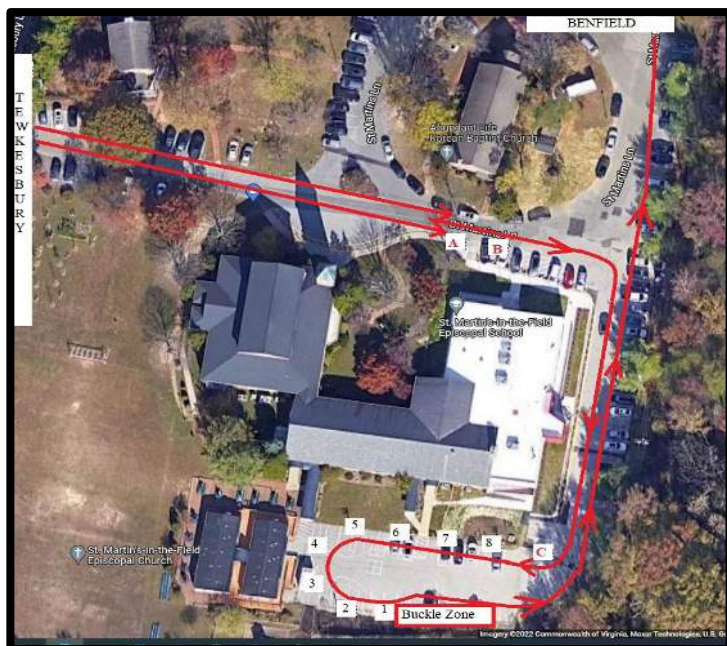
Vehicles will enter via Tewkesbury Lane and form two lines, stopping at the flagpole (Location A), no earlier than 3:20 pm. When both lanes are filled, cars should queue on the right side of Tewkesbury Lane by proceeding along Tewkesbury Lane and making a U-turn at the first intersection. Vehicles should 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 the blacktop directly to the Benfield Road exit.

## Bicycle Riders and Walkers at Dismissal

Middle School bicycle riders will be dismissed by the duty teacher only if a [signed permission form](#) is on file in the Main Office. Those Middle School bicycle riders 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. Bicycle helmets for students are required while operating bikes, scooters, etc.



## Important Reminders about Tewkesbury Lane

- All cars enter the carpool line via Tewkesbury Lane – NOT via Benfield Road.
- There must not be any parking or long-term stopping between Benfield Road and the school driveway on Tewkesbury Lane. If the two-lane driveway is full, vehicles should proceed down Tewkesbury to the first intersection (Lymington Road) and slowly and safely make a U-turn to queue up along the Tewkesbury Lane shoulder.
- Parents/guardians must be mindful of our neighbors and drive safely while using Tewkesbury Lane. Parents/guardians must not make a U-turn or 3-point turn in any other area nor block neighbors' driveways.
- **Parking along the Tewkesbury Lane shoulder is STRICTLY FORBIDDEN.**

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