



GENERAL CARPOOL PROCEDURES

MORNING DROP-OFF

1. **Lower School students** should be dropped off along the curb in front of the Lower School.
2. **5th and 6th grade students** should be dropped off in front of the Student Life Building along the curb or on the north side of the median. Students dropped along the median should cross the driveway at the marked crosswalk.
3. **7th and 8th grade students** should be dropped off in the West Parking Lot, in the right lane adjacent to the Upper School building.
4. **Upper School students** should be dropped off in the West Parking Lot, in the right lane adjacent to the Upper School building.
5. **Drivers with Upper School students who are also dropping off Middle School and/or Lower School students** should drop off Upper School students per item #4 above, and then proceed to the front of the school to drop off younger students.

AFTERNOON PICK-UP

1. **Lower School students** should be picked up along the curb in front of the Lower School building. Please maintain a single file line and do not block the curve by the clock tower. Unless attending the After School Program, all students must be picked up in the carpool line.
2. **5th and 6th grade students** should be picked up in the West Parking Lot, in the right lane adjacent to the Upper School building **beginning at 3:20 p.m.**
3. **7th and 8th grade students** should be picked up in front of the Student Life Building **beginning at 3:45 p.m.**
4. **Drivers picking up both Lower School and Middle School students.**
 - a. 5th/6th and Lower School Mixed – Lower School students will wait until 3:20 at which time they will be escorted to the median in front of the Lower School to be picked up with their Middle School siblings. Students should be picked up on the west side of the median.
 - b. 7th/8th and Lower School Mixed – Pick-up your students separately at division times OR arrange to have your lower school children wait in the after school program until 4:00 p.m., at which time you may pick-up both your lower school and middle school students at their separate buildings.
5. **Upper School students** should be picked up in the West Parking Lot, in the right lane adjacent to the Upper School building.