



### **Upper Campus – AM Carpool Instructions**

*Carpool begins at 7:10am and ends at 7:25am.*

*Speed Limit is 5 MPH. Please stay in line.*

*Please do not use cell phones while in the carpool line.*

*Keep children inside cars while waiting in the carpool line.*

#### **Entering the parking lot:**

- Please drive slowly!
- Please follow the directive of school personnel.
- **EVERYONE MUST USE CARPOOL!** Having additional pedestrians slows down the process and is hazardous. Please stay in your vehicle as your child exits the vehicle and enters the building.
- Vanpool will **ONLY** use the circle drive on Sims Industrial Blvd in the afternoon! **Morning vans will use the normal carpool lane.**
- Please follow the carpool map on our website.
- If you have business at the front desk and must come inside (AFTER carpool has concluded), please use caution as you enter through the front entrance of the building. Otherwise, do not accompany your student into the building.
- Whenever possible, children need to exit the vehicle on the driver's side (close to the school). To avoid accidents, please **STAY IN LINE**, until you exit the carpool lane, at the end of the school building.

#### **While in line waiting:**

- Have your child ready to go! Have the backpack ready and anything else that the child needs to take.
- Do not let students get out of the car until you see school personnel standing outside (they will not open doors for the students). If the front doors are still closed, do not let your children exit your vehicle.
- Do not talk or text on the phone.
- Be watchful of teachers and students crossing the lanes.
- Roll down your window if personnel approach your vehicle.

#### **Exiting the parking lot:**

- Please wait in line to exit the parking lot. Do not pull out of line or drive across the parking lot.

#### **Questions and Answers:**

##### **Can I enter the school during carpool?**

No, please wait until carpool is over to come into the school. You can call the front desk should you need to talk to someone during carpool.

##### **What if I need to come into the school?**

Please let your children come in through carpool line and then park your vehicle. After carpool ends, you may enter through the front entrance and sign in. No one, other than students, will be allowed to enter through the other doors (even when they are open). To keep all students safe, everyone has to sign in and receive an ID-sticker at the front desk.

##### **When does carpool start / end?**

Carpool starts at 7:10am and ends at 7:25am.

##### **What if I am late?**

Students arriving once carpool has ended, after 7:25am, will need to **enter through the front entrance (door #1)**. Your child will sign in at the front office and receive a tardy pass. Repeated tardiness will have consequences. Please refer to the Parent and Student Handbook to find out more about tardiness and absenteeism.



## **Upper Campus - PM Carpool Instructions**

*Carpool begins at 2:40 PM and ends at 2:55 PM.  
Wednesdays, carpool begins at 1:40 PM and ends at 1:55 PM.*

### **Entering the parking lot:**

- Please drive slowly! The speed limit is 5 MPH.
- Please follow the directive of school personnel.
- Pedestrians have the ALWAYS have the right away.
- The dismissal bell will ring at 2:40 PM (1:40 PM on Wednesdays). Students will be released at that time to the car rider lane (Door #2).

### **While in line waiting:**

- Do not talk or text on the phone.
- Be watchful of teachers and students crossing the lanes.
- Roll down your window if school staff approaches your vehicle.
- **If your child is NOT present during the loading period, please follow the directions of the staff member on duty regarding where to park your vehicle.**

### **Questions and Answers:**

#### **Can I enter the school during carpool?**

No. The front doors will be locked for the duration of carpool. They will open as soon as carpool is over. You can call the **front desk** should you need to talk to someone during carpool. The phone number is 470-222-7535.

#### **Will there be carpool tags?**

Carpool tags will not be distributed to upper campus school students. Students will be dismissed by the bell at 2:40 (1:40 on Wednesdays) and sent to the car rider lane or the van/shuttle lane. School staff will be on duty to support students safely to their vehicle.

#### **When does carpool start / end?**

Carpool starts promptly at 2:40 PM (Wed. 1:40 PM) and ends at 2:55 PM (Wed. 1:55 PM). You will have to be in line by 2:55 PM (Wed. 1:55 PM) to pick up your child in the carpool lane. If you do not arrive by that time, you will need to park and pick up your child at the front desk.

#### **What if I am late?**

Students must be picked up by the time carpool ends. If your child is not picked up on time, you will be charged \$7.00 for the first ten (10) minutes and then \$1 per minute afterward.

#### **I have a 4<sup>th</sup> grader and I do not feel comfortable sending my child out to find his/her car. What are my options?**

For 4<sup>th</sup> grade students only, we will allow a walk-in option to pick up your child. You will fill out a form to let us know that you will come in to pick up your child. You or your designated pick up person will be able to park and pick up your child between 2:55 PM and 3:00 PM at door #2 (Cafeteria doors). Your child will receive a carpool number and you will receive a carpool tag. You will have to present the tag in order for your child to be released to you/your designated pick up person. If you do not have your carpool tag, you will be asked to go to the front desk and present an ID in order to pick up your child. Please make sure if you have a designated pick up person, that that person is listed in our system as a person that may pick up your child. If you are late, you can pick up your child at the front desk and above-mentioned fees will apply.