



Overbrook School Carpool Procedure 12:00/2:07/2:52 Dismissals 2011-2012

THE SAFETY OF OUR STUDENTS IS OUR UTMOST CONCERN. PLEASE FOLLOW THE CARPOOL PROCEDURE BELOW AND COOPERATE WITH THE TEACHERS ON DUTY AT ALL TIMES.

- Refer to the enclosed carpool cards indicating the loading area to which you have been assigned:
 1. **A** - Gazebo side lanes
 2. **B** - Gym side lanes
- Refer to the carpool map on the reverse side to make yourself familiar with the carpool procedure.
- Place your **carpool card** in your driver's side window so that it is **visible at all times** when you are parked on school grounds.
- **Remain** in your vehicle at all times when waiting in the carpool line.
- **Carpool lines should form no earlier than 15 minutes before dismissal so that preschool and kindergarten parents without older siblings can pick up their children and exit the school grounds prior to dismissal for grades K (with sibs)-8.**
- **Do not** change lanes once your vehicle has entered the loading area.
- All **cell phones** should be turned **off** when dismissal begins.
- All **vehicles** should be in "**park**" while students are loading.
- Only cars in front of the yellow line on the gazebo side will load.
- Only cars in front of the blue crosswalk passed the playground on the gym side will load.
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- Students assigned to **Loading Area A** wait under the gazebo to load; students assigned to **Loading Area B** wait by the gym entrance and the main entrance to load.

OVERBROOK CIRCLE CARPOOL PROCEDURE

(PreK and K students with no older siblings, dismissing at 11:20 or 2:20):

- Form one line beside the curb in **Loading Area B** by the cafeteria.
- PreK parents come to the preschool to sign out your child.
- K parents wait in your car and your child will be brought to you.
- Exit the school grounds so that vehicles may form lines for **K-8** dismissal.

OVERBROOK CIRCLE CARPOOL PROCEDURE

(PreK students with siblings in grades 1-8):

- Form **one line beside the curb** if assigned to **Loading Area A**; **one line beside the curb** if assigned to **Loading Area B**.
- Come to the preschool to sign out your child.
- **Return to your vehicle and remain there until 2:20 dismissal is completed, then you may pull forward.** Once you have pulled forward, you may escort your child to the playground until the first bell when you need to return to your car.
- Immediately following prayers and announcements, those students whose names are called will exit the building and get in their vehicles.
- At the dismissal bell, those teachers assigned carpool duty will exit the building and prepare to move the carpool lines; all other students will exit the building and report to their respective **Loading Areas** to wait to load.

***Please see next page for carpool diagram.**

***Carpool cards are enclosed in July mailing.**

