



GENERAL CARPOOL INFORMATION

Safety for all members of the Episcopal school family requires that each of us follow the arrival and departure procedures as described for each mode of transportation. Teachers are posted to assure safety and compliance with these procedures.

- All drivers should remain in their cars in carpool and not park to retrieve their child. Meeting students in other places on campus is not allowed.
- The use of handheld electronic devices is prohibited in school zones. Failure to comply creates a potential safety hazard for students, faculty and staff.
- Note that the speed limit in the school zone is 20 mph and on campus is 10 mph.
- Making a left turn into Episcopal front parking lot from Woodland Ridge between 7:00am – 8:00am and 3:00pm – 4:00pm is not allowed.
- Please be observant of the sign before the Jones Creek Bridge that asks those in the pickup line to please wait until the bridge is clear before crossing over. As there is only one lane in each direction crossing the bridge, waiting in the carpool lane on the bridge does not allow cars that need to get through the neighborhood, including emergency vehicles, to cross.
- Understand that the pick-up line is a moving line. You need to be prepared to be consistently pulling forward as space arises, whether or not your child is visible on the lawn. If this is done properly, it alleviates the necessity for cars to pull in from the travel lane to pick-up. There can be absolutely no parking in this lane; please use visitor parking spaces if you need to go into the school for any reason.
- Again, no student will be allowed to cross over Woodland Ridge Blvd., except those students that live in the neighborhood and walk to their homes. These students must cross only at the crosswalk, not down past the Chapel. If we allow one student to cross the road, we must allow all 500 to do so, which we can all acknowledge is beyond dangerous.
- If you want to wait on the opposite side of Woodland Ridge Blvd. for your child to text you that he/she is out and ready for pick-up, you may do so, however you must not block a neighbor's driveway, mailbox or park on their servitude.
- There is never a need for you to pull onto the grass along the school side of Woodland Ridge for drop-off or pick-up. Simply moving over to the lane closest to the school is sufficient to allow other cars to pass. Please help keep the campus looking beautiful.

LOWER SCHOOL CARPOOL INFORMATION

Our official drop off time in the carpool circle is from 7:25-7:45; however, we do offer Early Morning Care in Frazer Hall beginning at 7:00 for students of families who work across town.

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Pre K-3 Arrival—Only families of Pre K-3 students are authorized to drive around campus and park in the lot behind the playground. Drop-off is in the classroom from 7:25 through 7:45 and on the playground from 7:50 through 8:15.

Pre K-3 Dismissal—Families of Pre K-3 students have a bright blue early-carpool tag and may enter the carpool circle at 2:45 for loading our three year olds. Those who have the bright blue tag but have children

in other grades will be asked to pull up along the curb by the Alumni House and remain in their cars until our 3:20 dismissal.

Morning Carpool—Grades Pre K-4 through Fifth

- Morning Carpool is from 7:25 – 7:45.
- Morning drop off must occur in the carpool circle.
- Drivers should pull up as far forward as possible along the curb in the carpool circle before dropping off.
- Students should be unloaded on the right side of the automobile along the sidewalk.
- Students who arrive between 7:00 and 7:25 must report to Early Morning Care.

Early Afternoon Carpool 3:00—Families with students in Pre K-4 and K with no siblings in other grades.

- Parents with a school-issued Early Carpool tag can enter the carpool circle at 3:00 p.m. This will enable us to load our younger students who may need help with safety harnesses and car seats.

Afternoon Carpool 3:20 – 3:40—All others

- At 3:15, all others can enter the parking lot to go through the carpool circle. Do not go around parked vehicles unless directed by an Episcopal staff member.
- All drivers must remain in their cars.
- All drivers must display the school-issued placard with their children’s names on the passenger side of the dashboard until the children are loaded into the car. It should be clearly visible to duty personnel throughout the line to promote safe and efficient loading.
- Students not picked up by 3:40 will be escorted to Extended Care.

MIDDLE SCHOOL EARLY DROP OFF INFORMATION

Episcopal’s school day begins at 7:50 a.m. Middle school students arriving on campus prior to 7:30 a.m. should report to the Aldrich Library, where there is adult supervision. Aldrich Library opens at 7:00 a.m. each school day. Middle School locker halls will open at 7:30 a.m. There is a warning bell at 7:45 a.m. Students should arrive promptly and be ready to attend class. Students who need to check out early or who arrive after 7:50 a.m. must use the sign in/out pad in the Middle School office and must communicate with the Middle School Administrative Assistant.

MIDDLE AND UPPER SCHOOL CARPOOL INFORMATION

Morning Carpool: 7:25 a.m. – 7:45 a.m.

- Students may be dropped off on the Episcopal side of Woodland Ridge Boulevard. The Chapel Parking lot and the student parking lot are not drop-off points.
- Drivers must use only the front yard between the school crosswalk in front of the Alumni House and the driveway in front of Chapelwood.
- In order to facilitate traffic flow, drivers must pull off of the Boulevard to let students out of the car. Do not stop in the middle of the road to drop off students.

Afternoon Carpool: 3:20 p.m. – 3:40 p.m.

- Students in Grades 6-12 may be picked up on the Episcopal side of Woodland Ridge Boulevard. Students will not be allowed to cross the median for pickup -- it is not safe.
- Students in Grades 6-12 can assume responsibility for picking up Lower School siblings from the carpool circle area, with prior approval and a letter of permission on file in the Lower School Office. This is the preferred method for families with multi-divisional students.
- Students in Grades 6-8, with a sibling in the Lower School, can be picked up in the Lower School carpool line with their sibling. This, however, is not a preferred method.
- Drivers must pull off on the side of the Boulevard to help traffic flow. Do not stop in the middle of the road to pick up students.
- Drivers must avoid parking at the corner of Woodland Ridge and Chapelwood.
- Students not picked up at end of carpool will be escorted to Extended Care (6-8 grades) or Library (9-12 grade) and will not be allowed to remain on the front lawn.

Student Drivers (Restricted to entrance on Chapelwood)

- Speed limit on campus is 10 mph.
- Stop at the stop sign at the entrance to the gym parking lot, and then turn right.
- Follow the directional traffic arrows on the parking lot surface.
- Park in your designated slot.
- DO NOT unload passengers prior to parking.
- Take with you all items that you will need during the school day. You may not return to your car during school hours without the consent of the Dean of Students.
- Departing traffic will be controlled by a faculty member standing adjacent to the bus circle to allow smooth traffic flow on Woodland Ridge Blvd. Follow the signals as given.

*Failure to follow these guidelines will result in forfeiture of student's parking pass.

VISTING CAMPUS

For the protection and security of the school community, strict regulations with regard to visitors on the school campus must be enforced. Faculty and Staff will be vigilant in directing campus visitors, without an identification tag, to the appropriate location to receive one. Visitors must register in the Alumni House, Head of School Assistant's Office, or Division Offices. All visitors to campus, including parents, will be regarded as trespassers if they have not first registered in an office and received an identification tag. Authorization for friends and relatives to visit during the school day must be secured in advance from the appropriate division head.

Visitor parking areas are marked in the parking lots adjacent to Woodland Ridge, the Chapel, and the baseball field. All visitors are asked to park only in these slots. The faculty and staff occupy all numbered slots. Handicapped slots are available in the Woodland Ridge lot and the baseball lot.