



Please familiarize yourself with this Carpool diagram and the instructions on the following pages BEFORE the first day of school. If you have any questions prior to school beginning, please call or email the Preschool office at 919-453-0388 or [preschool@hopelutheranwf.org](mailto:preschool@hopelutheranwf.org). This is a new process for some, so please be patient. Thank you!

## GENERAL CARPOOL INSTRUCTIONS

- For everyone's safety, cell phone use is not permitted when in the carpool line. We will not load or unload your child if you are on your phone.
- Please wear a mask when dropping off and picking up your child.
- For everyone's safety, passing and/or going around another car is not permitted. Once you enter the carpool lane you will have to follow the traffic pattern until you can safely exit the parking lot.
- Please enter and exit from Rogers Rd, as this helps with traffic flow.
- Traffic is single file, following the pattern through the parking lot until you reach the sign to split.
- At this point, begin two lanes of traffic. If you have a **GREEN** tag, you will keep to the left. If you have a **YELLOW** tag you will keep right. **If you have siblings with both a green and a yellow tag**, please follow the directions for the **YELLOW** tag.
- Please be sure your carpool tag is hanging from your review mirror or attached to the passenger side visor, where it is easily visible from the outside. If you have 2 different tags, display one on the mirror and one on the visor.

### **DROP OFF – 8:30AM-9:00AM (Please do not arrive for carpool prior to 8:15AM):**

If you are in the **YELLOW** lane:

- Follow traffic until you pull into the Drop Off/Pick Up Zone, in spots 1, 2, or 3, as indicated by orange traffic cones. A staff member will conduct your child's health screening, help your child from the car and escort them to the building, where one of their teachers will be waiting.
- Once your child has been dropped off, you will be directed to turn at the second right, and follow the traffic pattern to exit onto Rogers Rd.
- When you get to Rogers Rd, you will need to turn right in order to keep traffic flowing.

If you are in the **GREEN** lane:

- When you reach the sign to split, keep to the left.
- Follow traffic until you reach the first stop sign. You will then be directed to turn right, so you can continue into the circle for drop off.
- Follow traffic until you reach the Drop Off/Pick Up Zone in the circle drive, and pull into spots 1, 2, or 3, as indicated by orange traffic cones. A staff member will conduct your child's health screening, help your child from the car and escort them to their class spot, where one of their teachers will be waiting to escort them into the building.
- Once you have dropped off your child, please continue around the circle and keep right to exit onto Rogers Rd.
- When you reach Rogers Rd, you will need to turn right in order to keep traffic flowing.

## PICK UP – 12:00PM:

If you are picking up at 12:00PM with a **GREEN** tag (Please do not arrive for carpool prior to 11:45AM):

- Follow traffic until you reach the 2nd stop sign. You will then be directed to turn right, so you can continue into the circle for pick up.
- Follow traffic until you reach the Drop Off/Pick Up Zone in the circle drive, and pull into spots 1, 2, or 3, as indicated by orange traffic cones. A staff member will bring your child to the car and help them into their seat. Due to liability issues, we are not allowed to buckle your child into their seat. You will need to pull forward to the **Buckle Zone** and finish buckling your child.
- Once you have buckled your child, please continue around the circle and merge into one lane with the other carpool traffic exiting the parking lot.
- When you reach Rogers Rd, you will need to turn right in order to keep traffic flowing.
- If you have another child to pick up at 12:30, please turn left after exiting the circle and follow the traffic pattern for **YELLOW** tags.

## PICK UP – 12:30PM:

If you are picking up at 12:30 with a **YELLOW** tag (Please do not arrive for carpool prior to 12:15PM):

- From Rogers Rd, follow the same traffic pattern as drop off, until you pull into the Drop Off/Pick Up Zone. Pull into spots 1, 2, or 3, as indicated by orange traffic cones. A staff member will bring your child to the car and help them into their seat. Due to liability issues, we are not allowed to buckle your child into their seat. You will need to pull forward and turn at the 2<sup>nd</sup> right to enter the **Buckle Zone** and buckle your child into their seat.
- Once your child has been buckled, pull back into traffic to exit onto Rogers Rd.
- When you get to Rogers Rd, you will need to turn right in order to keep traffic flowing.

## EARLY CARE DROP OFF 7:00AM-8:15AM:

Early Care Drop Off will take place in the **GREEN** Drop Off/Pick Up Zone in the circle, regardless of tag color.

- Please arrive between 7:00AM and 8:15AM to drop off for Early Care. *If you arrive after 8:15, you will need to get in the regular carpool line to drop off at 8:30AM and follow those directions.*
- When you arrive for Early Care, you may enter the circle directly from the Rogers Rd entrance, without going through the carpool traffic pattern.
- Pull into one of the numbered spots and wait for a staff member to come out to the car to collect your child. If no one has come out after a few minutes, please call the Preschool Office at 919-453-0388 to let them know you are in the circle waiting to drop off.
- There is no need for you to exit your vehicle. A staff member will help your child out of the car and escort them safely into the building.
- Once your child has exited the vehicle, you can exit the circle and proceed to the right to exit onto Rogers Rd.

## EXTENDED CARE PICK UP 1:00PM-5:00PM:

Extended Care Pick Up will take place in the **GREEN** Drop Off/Pick Up Zone in the circle, regardless of tag color.

- If you need to pick your child up prior to 1:00PM, please follow the regular Carpool instructions.
- When you arrive to pick up your child from Extended Care, you may enter the circle directly from the Rogers Rd entrance, without going through the carpool traffic pattern.
- Pull into one of the numbered spots and wait for a staff member to come out to the car with your child.
- If no one has come out in a few minutes, you may come to the front door of the Preschool and ring the doorbell (this is the ONLY circumstance in which you will exit your vehicle during drop off or pick up). Please have your carpool tag with you.
- When the staff member comes to the door, please show them your carpool tag. They will then go get your child from their classroom and bring them to you.
- When you return to your car, you can exit the circle and proceed to the right to exit onto Rogers Rd.