



2017-18 Carpool Procedures

Canterbury's system is designed to ensure both the safety of our students and an equitable practice for all parents.

Morning Carpool:

- For both LS & MS, vehicles should wait until the cars in front of them move, and never pass the carpool line on the left. While students should strive to exit cars on the sidewalk side, some students do exit vehicles on the left-hand side and cars may start moving unexpectedly, thus the need for this rule. Lastly, please place your car's engine in "Park" before your student gets out of the car.
- Please do not use cell phones in morning carpool line.
- If you are coming out of the LS carpool line (only) and need to cross through the carpool line at our main entrance off of Old Lake Jeanette so as to be able to park next to Phillips for chapel or Berry for a play or meeting, etc., please slowly approach the main entrance and STOP. Motion to the staff person on duty your need to move across the intersection and he/she will halt incoming traffic off of Old Lake Jeanette and motion for you to cross.

Before Afternoon Carpool:

On those occasions when you need to pick up your child early during the school day -- for a doctor's appointment, for example -- please inform your LS homeroom teacher and Roanne Ornelles, or in the MS, Paul Andrichuk or Anne-Barton Carter, in advance (as far out as you are able, please). Please request the specific time you wish to collect your child at the main office. You will sign out your student at the main office in the Administration building on the east end of campus (closest to North Church Street).

Afternoon Carpool:

- All parents are requested to go through the carpool line in the afternoon and to refrain from cell phone use once the carpool line has started to move.
- The curb that extends from Phillips Chapel to Fry Hall is considered a fire lane. Please do not park along this curb. (The only exception is the "King/Queen of Carpool" auction winner, who is permitted to park at the very end of the sidewalk.)

Special Dispensation for Afternoon Carpool:

If you must pick up your student right at the start of carpool, 3:10-3:15 p.m., because a delay will cause you to be tardy elsewhere in town for an important appointment, please alert your Division Director (Paul Andrichuk-MS or Roanne Ornelles-LS) that you need to do an early carpool pickup, in which case they will place your name on our list for

special dispensation. A staff member will have a copy of this list at the back of Phillips Chapel each day.

- Please notify Mr. Andrichuk or Mrs. Ornelles as far ahead of time as possible, to be sure your name is on the list on the day you need dispensation.
- Please park in the administration parking lot (closest to the North Church Street entrance) and walk to the back, main doors of Phillips Chapel. Please do not intercept your child as he or she is headed to Phillips for carpool, as it makes it difficult for the teachers to monitor all of their students when some peel off from the group.
- For improved safety and security, as well as record-keeping, we ask you to sign out your child with the designated staff member as you pick up at the back of Phillips in that 3:10-3:15 p.m. range. This will help us account more safely and accurately for those students not heading into a designated carpool car (with an assigned number).
- Please note that all parents picking up their children from the chapel will be asked to sign them out.