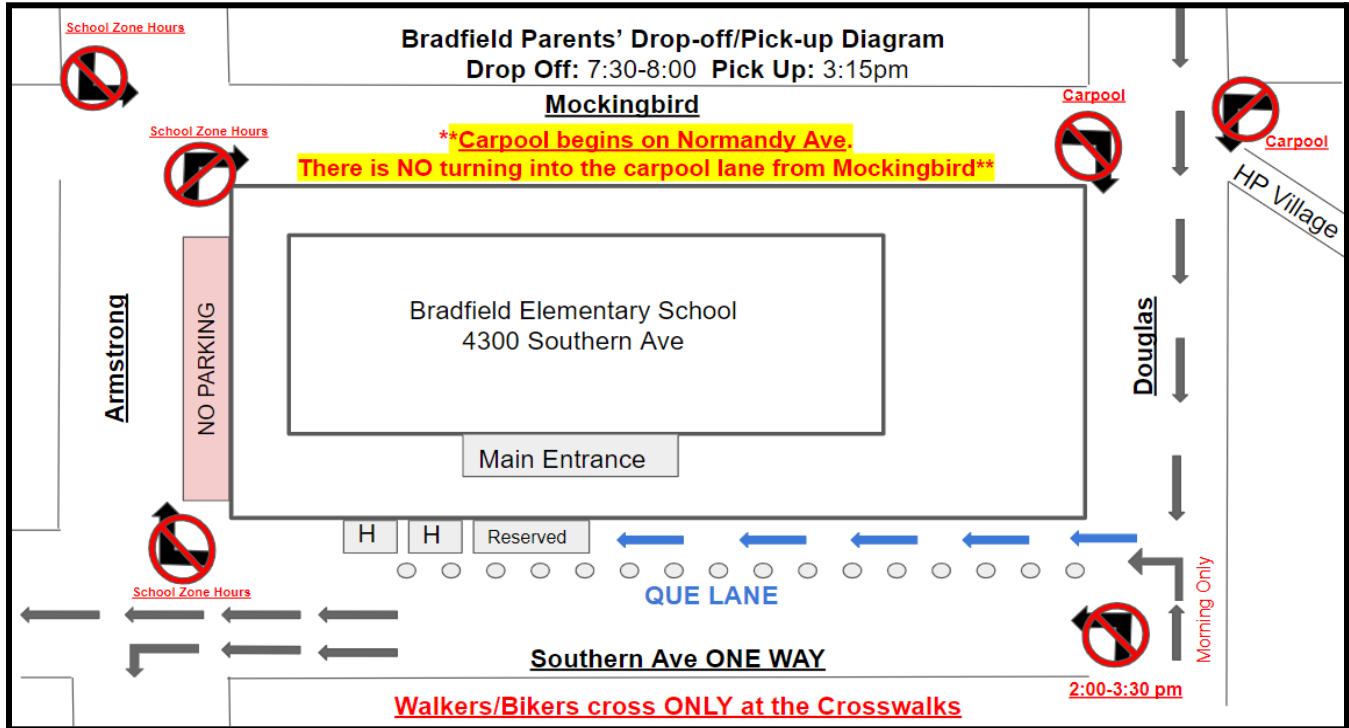


## CARPOOL PROCEDURES

FOR THE SAFETY OF OUR CHILDREN, PLEASE READ:

Monday through Friday, twice a day, more than 560 students travel through the doors of Bradfield Elementary by way of crosswalks and streets surrounding our school. Please keep in mind the **SAFETY** of our children is our number one goal.



**During Morning Drop Off:** Parents should **enter the queue on Douglas**. Drivers may enter the queue coming from both north (Normandy) and south (Beverly). **YOU MAY NOT ENTER THE QUEUE LINE FROM MOCKINGBIRD.**

**During Afternoon Pickup:** Parents should enter the queue on Douglas **from the NORTH ONLY** (Normandy). **YOU MAY NOT ENTER THE QUEUE LINE FROM MOCKINGBIRD.**

### \*\*PLEASE NOTE\*\*

- Southern is a one-way street. Once your student has safely entered/exited your car, you may leave the carpool line and enter the flow of traffic.
- Follow all posted traffic signs. You will be ticketed for violations!

## CARPOOL TAGS

**Each family will receive ONE carpool number (two car tags) in a labeled envelope, from your youngest child's teacher, at Meet the Teacher (MTT).** If you miss MTT, carpool tags will be sent home with your YOUNGEST child on the first day of school.

Each child will also receive a **carpool tag for their backpack**. We will attach the tag to your child's backpack on the first day of school. All students will receive an envelope with this memo inside it and their tag # on it. If you have more than one child at Bradfield, please make sure your children's tag #'s are the SAME. If they are not, please let your teacher know.

## **MULTI-FAMILY CARPOOL**

If you are part of a MULTIPLE family carpool, please email Whitney Donaldson at [wlbdonaldson@gmail.com](mailto:wlbdonaldson@gmail.com) for personalized tags. Include ALL students' names, grades and teachers in the group.

## **SPECIAL INSTRUCTIONS FOR DISMISSAL BY GRADE LEVEL**

- Pre-K students will only be dismissed to an adult. Pre-K will not be permitted to dismiss to an older sibling.
- Kinder students will be permitted to dismiss to an adult or to an older sibling once the parent grants permission\* in writing. Kinder will not be permitted to dismiss alone.
- 1<sup>st</sup> grade students may ride their bikes or walk home alone once the parent grants permission\* in writing.
- 2<sup>nd</sup> – 4<sup>th</sup> grade do not require written permission to walk/bike home. However, if your child is responsible for picking up a younger sibling, they will be given a form for you to indicate this information.

\*Permission forms will be sent home from Meet the Teacher or on the first day of school if you miss MTT.

## **CARPOOL RIDERS**

Dismissal will begin at 3:00pm. All carpool riders will be dismissed from inside the building when their carpool number is called.

## **PARENT WALK-UPS, BIKERS and WALKERS**

Dismissal is at 3:15pm. Classes will be dismissed by grade level. There are three bike rack locations around Bradfield and bikes should be locked. Bikes are to be walked while on the sidewalks around the fenced school property.

## **PARKING**

Parents may park on Southern Ave. on the opposite side of the street from the queue lane. Please do not block the carpool lane or neighbor's driveways. For everyone's safety, please do not cross in the middle of the street, but rather utilize our wonderful Crossing Guards at the corner of Southern/ Douglas and Southern/Armstrong.

## **REMINDERS**

### **Do...**

- use the designated queue entrances.
- use crosswalks and obey crossing guards.
- follow posted traffic signs. You will be ticketed for violations!
- remind everyone dropping off or picking up your child of the carpool rules.

### **Do Not...**

- let your child out from the center lanes.
- block ANY driveways, even for a minute.
- park in the queue from 7:00-8:30am or 2:30-3:45pm.
- cut in line
- get out of the car, for any reason, while in the carpool line