

# Carpool

## Rules and Procedures

### DROP OFF

- Avoid the rush! – Don't forget that you can drop off your child at 7:30 am on the playground and we will have adult supervision.
- Use the Carpool Lane – It's much faster.
- Crosswalks – there will be staff crossing guards at each crosswalk.
- No U turns, please – If you want to park on the west side of Dunkirk, you must go through the parking lot. You cannot make a U turn on Dunkirk.

### PICK-UP

- Elementary school parents – pick up is at 3:30 pm. Please be prompt so that you are at the front of the carpool lane.
- Middle school parents – pick up is at 3:40 pm. If you're picking up a child in K-5th with a middle school student, please arrive at school at 3:40 pm. If the weather is too hot or cold, or raining, or snowing, we'll keep the younger students in the school building as they wait for you to arrive.
- Walkers – During the nice weather months, please encourage your students to walk to 64th and Dunkirk and avoid the long line of cars coming to school. You may have noticed that we have a police officer at that corner to help ensure safety.

### INDOOR RELEASE

*On days when the temperature, including wind chill, is below 25 degrees, or when the weather is dangerous or wet, we will use an indoor release system for afternoon pick-up.*

- At the beginning of the year or when they are enrolled at HPA, every family will receive a carpool number. On indoor release days, parents should display their carpool number when they pull up in the carpool line. One of our staff will radio the number in, and the number will be announced over the intercom. When students hear their number, they will go outside to be picked up. It is important that all students have their carpool numbers memorized.
- We start releasing students at 3:15 on indoor release days (1:45 on Wednesdays). When possible we will notify parents of the indoor release in advance via text or email.

**Thank you very much for your patience and understanding as we work together to keep everyone safe!**