



School Arrival and Carpool Procedures

All parents with PreK-Kindergarten students will enter the SMES parking lot from Lomo Alto from Sherry Lane for carpool morning drop-off and afternoon pick-up at the West Porte-Cochere.

Parents must also exit back onto Lomo Alto after drop-off and pick-up.

PreK 4 and Kindergarten students may be dropped off between 8:30-8:45 a.m.

PreK 3 students may be dropped off between 8:45-9:00 a.m.

All Toddlers and Twos students will enter through the north parking lot from Douglas for morning drop-off and afternoon pick-up along the north side of the building at the north entrance. You will then proceed and exit turning only right onto Douglas.

Cherubs, Angels, and Blessings students may be dropped off from 8:30-8:45 a.m.

Saints, Little Lambs, Little Stars, and Doves students may be dropped off from 8:45-9:00 a.m.

Families with siblings will follow the drop off times and locations for your youngest child where BOTH students may be dropped off together.

Early Arrivals

If you arrive before your assigned morning drop-off time, please park in the north parking lot to wait for your assigned drop-off time before joining the carpool line.

Late Arrivals

If you arrive after 9:00 a.m., please park at the school's main entrance in the West parking lot off Colgate. You may walk your child to the main entrance doors where they will be screened upon entering the building and walked to their classroom by SMES staff.

Afternoon Pick-up and Carpool Procedures

For afternoon pick-up, parents and caregivers will use the same carpool entrance and exit routes as the morning carpool drop-off listed above.

All school carpool pick-up begins at 2:30 p.m.

SMES staff may not buckle any child into their car seat. They will assist getting your child into your car and parents must pull forward to buckle their child in as needed.

Siblings

For convenience and consistency, families with siblings will have the same drop-off and pick-up location each day. **You will follow your youngest child's carpool schedule and location.** Siblings will be walked to their classroom by SMES staff. For most families, your youngest sibling is in our Toddlers and Twos program, so your preschooler will be dropped off and picked up daily at our Toddlers and Twos entrance.

At pick-up, siblings will be picked up from their same designated drop-off location whether your child attends half-day or full-day classes.

Half-Day Afternoon Pick-Up – PreK

Carpool for half-day PreK students begins at 11:45 a.m. at the West Porte-Cochere. Parents will enter from Lomo Alto from Sherry Lane for carpool pick-up at the West Porte-Cochere and then exit back onto Lomo Alto.

Half-Day Pick-Up – Toddlers and Twos

For families who choose to pick their Toddlers or Twos student early, carpool begins at 12 p.m. until 12:10 at the north entrance. Parents will enter through the north parking lot from Douglas and pick-up along the north side of the building. Once your child is placed in the car, you will pull forward to buckle. You will then proceed and exit turning right onto Douglas.

See carpool route in map provided.

Friday Fun Day – Special Note for Toddlers and Twos Carpool

Carpool morning drop-off will follow your regular weekday designated time.

Special Note Fridays Only: Carpool afternoon pick-up will begin at 11:45 a.m. until 12:00-p.m. at the north entrance.

Siblings will be picked up together at the north entrance.

General Carpool Guidelines

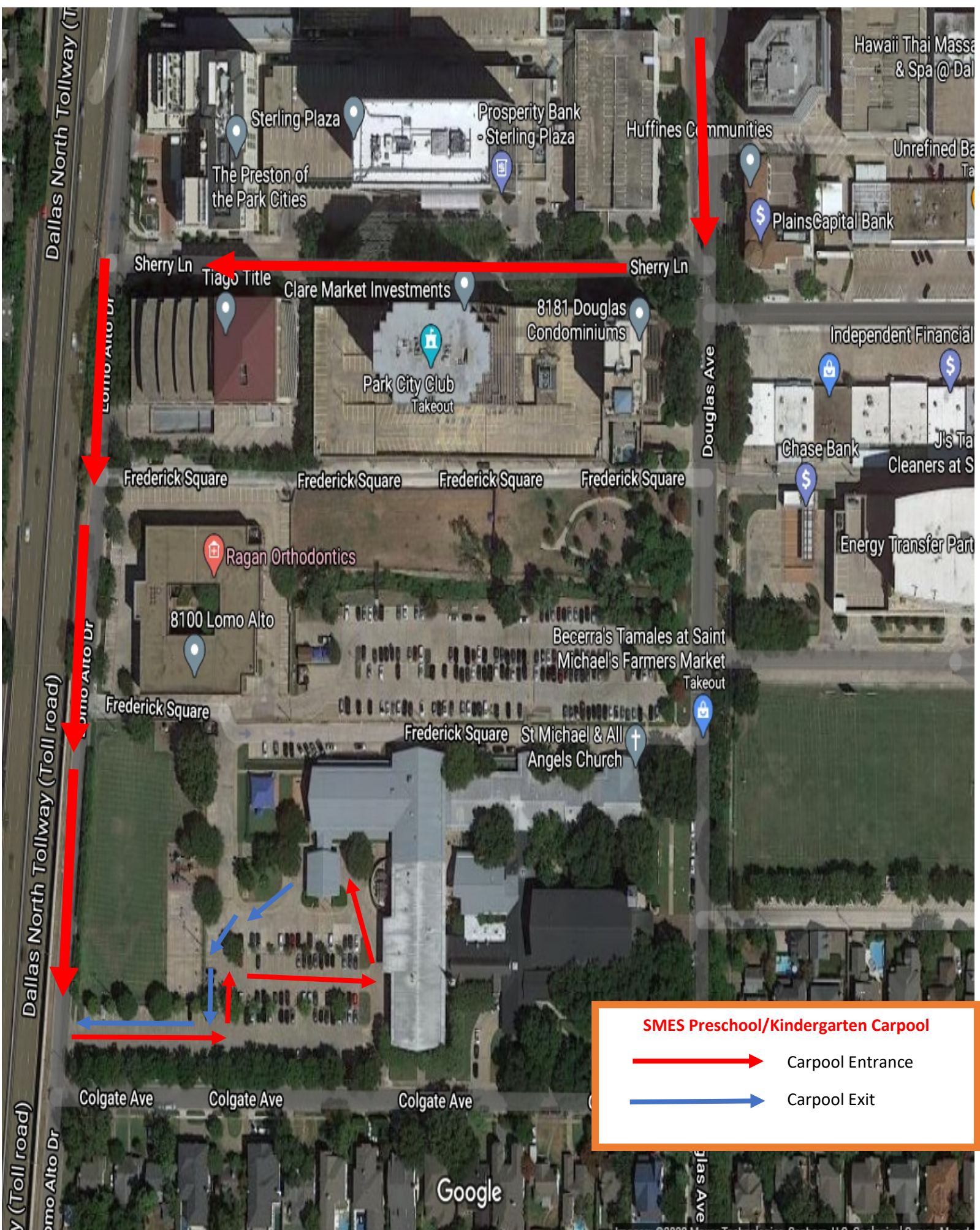
NO CELL PHONE USE DURING CARPOOL – No driver shall be using a cell phone, PDA, laptop or other electronic device during carpool, from entry until exiting of the school property.

Phone devices only allowed to display Base Camp-Ascend screening confirmations.

We are unable to buckle children into their car seats. Drivers are responsible for buckling their children's seatbelts.

Please see Late Pick Up Policy (Addendum 4).

No child will be released to any person except a parent or other adult designated on the child's emergency contact list. Any other adult must be designated in writing by the parent and will be required to show picture identification.



SMES Preschool/Kindergarten Carpool

 Carpool Entrance

 Carpool Exit

