



JMCA Carpool Etiquette



We want to start the new year right with everyone on the same page for carpool procedures. PLEASE be respectful of our neighbors on Harvard by not blocking cul de sacs or driveways and to respect our families by following the route we outlined rather than cutting through on Dexter or parking on Syracuse.

General Procedures:

- ☆ Please be courteous by going to the end of the line and not cutting in line. We have a single file line on Harvard.
- ☆ Pull up as far as you can when loading and unloading, first car all the way to the top of the sidewalk, rest of cars close to one another. A big gap between cars throws off our loading and keeps more cars on the street.
- ☆ **DO NOT** pass cars that are loading or unloading children.
- ☆ Be alert and watchful for safety - **STAY OFF the CELL PHONES**
- ☆ If your child is tardy or if you pick your child up after 4:00 pm or 1:30 pm on Wednesday (also counted as a tardy), you must come into the parking lot and sign your child in or out.
- ☆ A staff member will open the gate when we are ready for carpool. Gate will be closed at 8:05 and 4:00. Arrivals after those times need to be through the parking lot.
- ☆ If you must park in the lot during carpool, make sure you are making a right turn into and out of the lot. Follow directions of our yellow-vested staff member.

Morning

- ☆ **Wait** for a staff member or student to open the gate
- ☆ Use the carpool system; **DO NOT PARK** on Syracuse Street as it causes safety issues and slows the flow of traffic.
- ☆ Please help us by making sure your **child is ready to get out of the car** when you pull up to the curb.



Afternoon

- ☆ Arrive for afternoon carpool at 3:20 (12:50 on Wednesdays) or later to avoid traffic tie-ups. **If you come at 3:45/1:15 you don't have a long wait!**
- ☆ Follow instructions from our staff member for lane assignment.
- ☆ If students are not ready and in line when their name is called, we will ask you to leave the line. When your child makes it to the front, we will escort him/her to your car.
- ☆ If you need to pick your child up early for an appointment, please come in by 3:15 so we can accommodate you before we start carpool. You will still need to sign your child out.
- ☆ **If you come in the building to get your child, you will be asked to wait until we have completed carpool. Having extra people in the foyer makes the process more difficult so we request that you utilize the pick-up system we have designed.**

