



Grace Children's Learning Center

A Ministry of Grace United Methodist Church

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Dear Families:

We offer a daily carpool option that you can use at your discretion throughout the school year here at GCLC. Your child's carpool cards and backpack tags for the 2018-19 school year will be handed out by your child's teacher at our Parent Orientation on August 31. Be sure to have the carpool card displayed on your rear view mirror each day for dismissal. Please attach the tag to the handle on the backpack that your child will use for school each day. Also, please be sure to note the carpool "map" that is attached, showing the carpool flow.

Arrival carpool times are from 9:15 am-9:25 am for all classes. Dismissal carpool times are from 12:40 pm-12:50 pm (AM classes) and 2:20 pm-2:30 pm (Jr K).

Carpool is offered to all class groups, with the exception of Infants-2s classes and those attending the Full-Day Program. All Jr. K students dismissing at 2:15 must participate in departure carpool.

The guidelines that are in place **MUST** be followed for the safety of the children and our staff. **Failure to do so may result in a loss of carpool pick up and drop off privileges.** While we understand arrival and departure times can be hectic, we must remain patient and alert. The safety and well being of our Grace Family is important to us. Please review the following:

- If you are NOT in line for carpool by 9:26 in the mornings, you will have to park and walk your child into his/her class. We use the clock on our cell phones to have the most accurate, universal time for everyone. Please understand that this will be strictly adhered to, as this ensures your child's timely arrival to class.

Please review the attached map of our parking lot, which outlines the proper flow of carpool traffic.

The upper parking lot entrance will be used for both entering and exiting. If you are participating in carpool you will enter via the upper entrance and take an immediate right following the outside lane, (Lane 1) and will approach the sidewalk by the bell. The sidewalk will be on your passenger side. Please change car seats if you are able to the passenger side of your vehicle for safer exit and entrance. Children will be taken into the building via the front Narthex Door by teachers. After your child has been picked up by the teachers you will drive along the curb to the last lane, (Lane 4) and follow it around to the upper entrance, where you will be able to exit to the right onto Hendley Rd.

If you are parking and walking your child into school you will enter through the upper parking lot and proceed straight ahead into Lane 2 and will park in one of the parking spaces. Please note with carpool in the top lot there is considerable traffic at the cross walks. Wait until a teacher directs you to cross. Upon returning to your vehicle you will need to back out of your parking space and drive towards the church, turning left and staying in the lane in front of the island. You will take your first left into Lane 3 and drive down the lane, turning left to the exit. When you approach the exit you will merge with the cars leaving via the carpool lane. Again, a teacher will be present to direct traffic. Please follow the teacher's directions. You will be able to exit to the right onto Hendley Rd.

- Please DO NOT use your cell phones to talk or text while in the carpool line, especially if it is your child's turn to exit/enter your vehicle. This distraction causes an unsafe environment and is not very respectful to your child or his/her teachers.
- Be sure that your car is fully in PARK and remains in PARK when it is your child's turn to exit/enter your vehicle. Having your foot simply on the brake is not adequate. Please wait until you are sure your child is securely in or out of your vehicle, and that the staff member assisting your child has fully cleared the area around your car before pulling away.

- Make sure that your child is awake/alert and has his/her socks, shoes, coats, mittens, etc. on and ready to exit your vehicle when the staff member arrives to get them out. Having your child prepared to exit your vehicle will help keep carpool running in a timely manner. Please also be sure that they have completed eating any breakfast or snack they were enjoying prior to exiting as well. You may be asked to pull around to the back of the line if your child is unprepared to exit the car.
- When and if at all possible, please try to have your child's car seat by the door closest to the sidewalk for safer exit/entry, as well as ease for staff members assisting your child.
- NEVER pull out of the carpool line to get around the vehicle in front of you! If you are choosing to use carpool, then you must wait and follow this important procedure unless directed otherwise by a staff member. We have a line of traffic that exits along side of carpool, as well as children and staff members that are walking next to the vehicles—PLEASE USE CAUTION!
- Monitor your speed in the parking lot at all times! Sometimes it can seem as if you are not going as fast as you truly are... Please keep your speed to 10 MPH or less while in the parking lot and be mindful of those walking in and around the vehicles. Trying to get in the carpool line before it closes is not a reason to speed through the parking lot. Young children are not able to predict your movements.
- Children walking outdoors with parents are not permitted to play on the wall or throw objects down the hill to carpool. This is a distraction and poses an unsafe situation.
- Parents parking must park in a marked parking space. Please do not park along the curb, as this is a fire lane.
- Staff members will be outside to direct both walkers and drivers. Always remain patient and alert. Be aware of the hand signals we use. When we have our hand raised to you please stop. This is for walkers and drivers. Walkers are expected to use the crosswalks.
- Umbrellas are not permitted to be brought into the school by the children, and especially not during carpool—they pose a safety hazard. If your child has an umbrella, please be sure it remains in your car.
- If someone other than you will be picking your child up through carpool (i.e. a grandparent, neighbor, family member, etc.), please help us to be sure that they understand all carpool procedures.

As always, our goal is to provide a safe, effective carpool for the parents, children and staff. Failure to abide by these rules and safety guidelines could result in your loss of carpool privileges.

If at any time you witness something that causes concern during carpool times, please be sure to contact the school office so that it can be immediately addressed. Likewise, if you have questions or concerns about carpool procedures, please let us know - we are always happy to assist you!

Blessings,

Susan Bardwell

Director