

PARKWAY PTA – CARPOOL COMMITTEE

www.parkwayschoolpta.org



Dear Parents,

Welcome. It is the beginning of a new school year and once again we are here to ensure the safety of our children with regard to the arrival and dismissal procedures for those students who are driven to and/or from school.

WE ENCOURAGE AND SUGGEST THAT ALL CHILDREN RIDE THE SCHOOL BUS WHENEVER POSSIBLE.

Parkway's carpool area is located behind the school in the main parking lot (by the playground). Please be aware of the following procedures when driving your carpool:

Driving Your Child to School Through The Carpool Lane - (Carpool Number Is Not Necessary For AM Drop-off – Children May Not be Dropped Off Before 9 AM)

- Drive into the main parking lot and follow the carpool signs.
- You will be driving around a row of parked cars until you reach the curbside of the building. Spots along the curb are numbered 1, 2 & 3. Please pull your car up to the first available spot along the curb.
- Children should not leave the car until a staff member has opened the doors (not before 9:00 AM).
- **Please, stay in your car when dropping the children off. Children should be able to exit the car on their own. If they do need assistance please park your car and walk them into the front of the building. Never get out of your car.**
- Be courteous and patient with the person unloading children in front of you. Never attempt to pass the car in front of you, this would be extremely dangerous and possibly result in a major accident.
- Familiarize the child(ren) in your carpool with the seatbelt procedure. They should be able to undo the seatbelt without assistance.
- **Children are only permitted to leave the car from the passenger door (curbside). Never let them out through the driver's side. This is an active lot and it can be dangerous.**
- After your child exits the car, please drive forward so that the carpool lane can be efficient. Do not stay in your spot until your child has entered the building. The staff member at the door will make sure that your child enters the school safely.

Picking Up Your Child From School at Dismissal At 3:15 PM – (Carpool Number is Required for PM Pick-up) – See Below

- As you approach the curb, please show your carpool number so that the teacher/staff on duty will release the child(ren) properly.
- There are 3 spots along the curb numbered 1, 2 & 3. Please pull all the way up to the first available spot.
- Have the child(ren) get into the car as quickly as possible (**from curbside only**) and after they close the door, drive forward so that the carpool lane moves efficiently. They should not enter the car on the driver's side or the hatchback for safety reasons. Parents may not leave their car.
- The children should be familiar with the seatbelt procedure. If your child(ren) needs extra time to buckle up please pull along the side of the building until they have done so.
- If the child(ren) is not able to enter the car without adult assistance please arrange to pick up at the walker door.
- **The carpool is for cars only.** You may not walk up the carpool door with your number to get your child(ren). This can be dangerous since you must walk through the active carpool line to do so.
- **There is absolutely no smoking on school grounds** so please do not smoke while waiting on the carpool line.

How To Obtain a Carpool Number

- Parkway PTA, along with the administration and staff of our school, has established a carpool number system. Everyone who wishes to have a carpool number is entitled to get one, just fill out the attached form.
- The Carpool number is a printed laminated number large enough to be visible by the school staff who is on duty at the carpool door in the afternoon. Keep the carpool number in your car – the children do not hold the numbers, the driver of the car that picks up the children holds the number.
- The children should be familiar with the carpool number and the person driving the car.
- Children will not be allowed to go home with anyone else's carpool without a written note from a parent.
- Fill out the attached form and return in an envelope addressed to: **"PTA CARPOOL"** *by Friday 9/16/11*. You will receive your carpool number shortly thereafter.
- **You only will need one number while at Parkway. You may keep the same carpool number through the years, but please fill out the attached form even if you already have a number.**

Please feel free to contact me if you have any questions. Thank you for your cooperation.

Judy Brenner, Carpool Chairperson
Tel. 242-4195 – judybr@hotmail.com

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CARPOOL NUMBER REQUEST FORM

Parent/Guardian Name: _____

Student's Name _____

Teacher's Name and Room # _____

Home Telephone #: _____

Address: _____

Work/Emergency Number(s) _____

Name(s) of other child(ren) in your carpool:

First Name _____ Last Name: _____ Home
Tel. _____

First Name _____ Last Name: _____ Home
Tel. _____

First Name _____ Last Name: _____ Home
Tel. _____

Name(s) of other Driver(s) in your carpool:

First Name _____ Last Name: _____ Home
Tel. _____

First Name _____ Last Name: _____ Home
Tel. _____

First Name _____ Last Name: _____ Home
Tel. _____

DO YOU HAVE A CARPOOL NUMBER? _____

IF YES, PLEASE INDICATE THE NUMBER _____

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