



# Casa Esperanza Montessori

a dual-language charter school and preschool community

## Carpool Procedures for 2011-2012

Dear Parents,

Thank you so much for making this our best opening week in Casa's nine-year history. Each year our goal is to improve the student safety and carpool efficiency during this sensitive daily transition.

### Checking Children Out Early

Please remember: adults are not allowed to walk back to the classrooms in the afternoon to pick up children. Teachers lock their doors for safety reasons at that time and will not open their doors for adults. If you need to pick your child up early on a particular day, please do so before or by 2:30 pm. Our receptionist will not call back to rooms via telephone during carpool. Before 2:30 p.m., you may come to the office and request your child/ren, and we will send them up to the front office with their belongings. We strongly urge you not pick up your child early since they are still involved in academic work right up to the end of the school day. It is very important that children experience a full school day on a regular basis.

### Carpool Procedure

At 3:00 pm we begin calling carpool tag numbers in the order in which cars arrive. The carpool number caller will only call cars that have appropriate **CASA ONLY** Carpool Tag and have entered the carpool line from the correct location. All other adults will have to drive to the front of the school and give appropriate identification to the Carpool Jams person.

3 scenarios under which an adult is permitted to pick up children via carpool at Casa:

1. You have the carpool tag of the child whom you are picking up,
2. The child's parent has previously given (not faxed) the school a note authorizing you to pick up the child.
  - a. You cannot deliver that note at time of pick-up. The Carpool clipboard attendant has copies of a form note you may pick up one day and return the next, or you may write your own note.
3. Your name appears on the list of people authorized to pick up the child.
  - a. If you do not have the carpool tag for each child you intend to pick up, you must show your driver's license to our Carpool Clipboard attendant, who will then check to see if you are on that child's authorized list. If you are not on the authorized list, you will be asked to go to the front office.
  - b. Your i.d. will be checked every day that you do not have the carpool tag, even if on some days you are personally known to the attendant.

*(please turn over)*

## **WALK-UPS**

Walk-up Carpool begins exactly at 3:00 pm and will end at 3:15 pm. Walk-ups are for **every day ONLY**. Your child cannot be a walk-up on random days.

In order for a student to be a walk-up, you must fill out the **Walk-up Dismissal Form** that is available in the front office or you can download it from our web-site at:

<http://www.cemcs.org/carpool>. Please fill out the form, sign it and turn it in to the front office.

**Walk-up adult must present a carpool tag or a photo ID.** If you do not have either, we will not release any children to you.

## **CARPOOL TAGS**

Returning Families will keep the same Carpool Tag number. New Families will be given a new Carpool Tag Number before the first day of school. Returning Families with a new PreK or Kindergarten student will have the same Carpool Number of the current sibling attending at Casa.

\*\*\*If you would like to order an additional Carpool Tag or would like a new number due to stolen or lost tag, it is \$5.00 per tag. The **Carpool Tag Order** form is available at the front office or you can download it from our web-site at: <http://www.cemcs.org/carpool>

### **Important guidelines when in Carpool Line**

1. **Turn off all cell phones** for the sake of the children you don't see.
2. **Please pull up as much as possible and pay attention to the adults who are helping children to cars.**
3. **Please do not get out of your car to help your child get in.** We have trained adults that will escort your child to your car.
4. **Your child may only enter your car through the passenger side.** Cars pass by on the driver's side and it is unsafe for children to be there or behind your car.
5. **Please pull up to the buckle up zone as soon as your child is in your car and the door is closed.** Do not buckle your child while in the carpool line.
6. **Please plan to arrive at the carpool line before 3:15 pm.** Adults arriving after 3:30 pm may not be called and will have to come inside with appropriate identification to retrieve their child(ren).
7. **If you arrive to pick up your child after 3:35.** You will be charged \$1.00 per minute per family after 3:35 pm. Casa accepts cash or check. Make checks payable to: CEMCS.

*Thank you so much for helping keep carpool a safe and efficient process every day!*