



Casa Esperanza Montessori
A dual-language charter school and preschool community
2600 Sumner Blvd. Raleigh, NC 27616

Changes to Carpool Procedures 2017-2018 effective May 14, 2018

Dear Casa Parents:

We have been informed by our landlord that a new tenant will occupy the vacant southeast part of the building (see attached map). The complete southeast front parking spaces, immediate to the left of the central doors will no longer be available for parking. **These changes will begin officially May 14th.** The entire dismissal and carpool process may run a little slower than usual during that first week as we all adapt to the changes in the new traffic flow. Your patience and understanding is greatly appreciated. **Due to more restricted spaces, specific parking slots will now be assigned by a number system to staff. We will have only five designated visitor parking spaces available in the front of the building close to the central doors and 10 on the northeast side as well** (see attached maps of traffic flow am/pm and parking designations).

CHANGES--Morning carpool

Please remember that morning carpool begins at 8:05 a.m. and ends at 8:25 a.m. Students, including walkers, will enter using the two doors on the north side of the building. **We will no longer allow students to enter through the front doors during this time.** BASC parents will continue to drop off at the front door before 8:00am. Parents who have scheduled conferences in the building, or are volunteering beginning at 8:00 am, will enter through front door. If you arrive after 8:25 am, please park and escort your child to the front doors. Please remember that **children entering their classrooms after 8:30 a.m. are considered tardy.** Staff and volunteers will help younger students with this transition.

Afternoon carpool Lanes 1 and 2

Afternoon carpool **begins at 3 p.m. and ends at 3:20 p.m.** Please make sure you are in the carpool line during this time frame. If you need to pick up your child early for an appointment, **please do so before 2:15 pm.** As always, our school doors will be closed between 2:15 and 3:30 for safety and security purposes. **Afternoon carpool will have no major changes except for the jams procedure as described below.**

CHANGE--Jams traffic flow and procedures

The official Casa carpool number tag for pick up is **ALWAYS required**; otherwise, the adult will be requested to show a valid photo ID with the name as listed on your child's pickup list. **If the driver is not on the pickup list, he/she will have to continue through the carpool line and park on Sumner Blvd. to report to the front**

door for further identification. If children do not show up on time to the carpool lane, parents will also have to continue through carpool, turn right onto Sumner Blvd. to park and then walk up to the front door with the carpool tag. Please continue to contact Celeste and the classroom teachers with any last minute or emergency pickup changes.

CHANGE--location of Carpool 3 plus & traffic flow

Carpool 3-plus will now be dismissed through the front central doors. If you have three or more children, or they are in a vanpool, they have been assigned to exit through the central front doors. You (and the vanpool) will access through the Northeast entrance from Sumner Blvd (annex building with big glass windows). **There will be a designated waiting area on Sumner Blvd, Northeast from our building (by the annex big glass windows building).** A staff member will be directing traffic to give you the right to enter (see green star and arrows on the attached map). When permitted, please pull up to the front door, show your carpool tag, and your children will be escorted to you.

At Casa, we take great pride in getting your children in and out of school in a safe and effective manner. Thanks for your patience and understanding in this transition. **Please send any questions via email to atorres@cemcs.org and allow 24 hours for a response.**

Please refer to the attached maps for the **NEW carpool flow**.

Sincerely,

Ibis Nunez

Head of School