

## **Car Rider Procedures for Brookwood Elementary Parents**

### **Morning and Afternoon**

1. We encourage you to let your student ride the bus to and from school. **If you choose to bring or pick up your student, you must get in the carpool line and follow these procedures. Never park in an adjoining neighborhood, on the street, or in our parking lot to pick up or drop off your student.**
2. The carpool line begins in the lower bus parking lot off of Hollybrook Road.
3. Please do not make a U-turn in the middle of Hollybrook Road to enter the carpool line. **Also, do not use the Brookwood Manor entrance or the neighborhoods across the street to make a U-turn. You may not park in one of these neighborhoods or the Brookwood Manor recreation parking lot to allow your student to walk to school alone or with an adult. Please do not block the entrance to Brookwood Manor or the front drive of the school. Traffic needs to be able to turn into and out of the neighborhood and the school.**
4. In order to arrive on Hollybrook Road in the correct direction to get in the carpool line, there are a couple of routes that can be taken. One option is to take Five Forks Trickum Road to Oak Road. Turn left onto Oak Road, then turn left onto Highpoint Road, which turns into Hollybrook Road. Another option is to take Dogwood Road to Mountain View Road. Turn right onto Mountain View Road. Then take a right onto Oak Road. Next, take a right onto Hollybrook Road.
5. Brookwood Elementary staff members will supervise carpool unloading from 8:20 am – 8:45 am and loading from 3:20 – 3:45 pm. Cars should be in the carpool line by 3:30 pm each day.
6. **FOR THE SAFETY OF ALL STUDENTS DO NOT DROP OFF STUDENTS BEFORE 8:20 AM.** You will know it is time to let students out when you see the staff members come outside. For safety reasons **NEVER** drop a student off in front of the school or any other location other than the designated drop-off area on the side of the school.
7. Cars are **not** allowed to use the front drive during arrival and dismissal times. (8:20 am – 8:45 am and 3:00 pm – 3:45 pm)
8. Please also help us be safe in the car rider lines by **not talking on your cell phone** when you are dropping off or picking up students. We want your attention on the students as they arrive and leave each day to help us keep them all safe.
9. Please pull down as far as you can so that we can unload and load several cars at once. Please be patient and **do not pass other cars while we are unloading & loading students.** Please stay in line between the cones and the curb. Do not move until directed to move by BES staff.
10. Students should open and close their car doors independently. We are trying to allow several cars to drop off and pick up their students at once and our attention needs to be focused on the safety of students.
11. Students must be **in their classroom by 8:50 am** to avoid being tardy. BES staff members on duty will close the side doors at 8:45 am when the first bell rings to allow BES staff to get to their designated work locations within the building on time.
12. **If for any reason your student arrives after 8:50 am,** you must escort your student into the building to check in and provide information regarding the reason for your student's tardiness. The front drive may be used **after** all buses have left.
13. Staff members who are on duty on the side will look for the student's number on the tag provided to you. **These tags need to be hung on your mirror each day.** If you do not have your tag and the staff member does not recognize you, you will be asked your student's name and number and will verify with the student that you are his/her parent. A picture ID may be required.
14. If someone different is picking up your student, you will need to send a note to the office or call the office to let us know. We will then give your student a pass to take to the staff members on duty.
15. **Please know that safety is our priority and we appreciate your help by following our procedures.**