



Broadmoor Elementary School 2023-2024 CARPOOL PROCEDURES

Morning Arrival 8:00 a.m. – 8:30 a.m.

For a safe and quick morning drop-off:

- Please put your car in park prior to your child exiting the vehicle.
- **Children should exit on the passenger side of the vehicle and immediately step onto the sidewalk.**
- Please have your child's backpack, lunch box, etc. ready before stopping in the unloading zone.
- Please ensure students are dropped off through the carpool lane on the side of the building. Students are **not** allowed to be dropped off across the street or in the front parking lot of the school.
- Students are offered a free breakfast each morning between **8:00-8:30 a.m.** No outside food is permitted during breakfast time.
- You may not drop off your child prior to 8am under any circumstance unless your child is enrolled in the YMCA before care program.
- Arrivals after **8:30 a.m.** are tardy. Please proceed to the front parking lot, park in a visitors spot, and accompany your child into the office.

Afternoon Departure 3:25 p.m.

For the safety of everyone:

- Please put your car in **park** prior to your child entering the vehicle.
- Please have car number tags displayed in the vehicle by **hanging it from the rear view mirror with a pants hanger**. Please make certain that your children know their vehicle number. Carpool tags must be visible at all times while on campus.
- Absolutely no walk-ups. Stay in your vehicle and wait for duty personnel to escort your child to the car.
- Children will wait behind the barrier before being escorted to their vehicle.
- If your child is delayed in reporting to the carpool area, you will be asked to pull to the front of the **loading zone (orange cone)** to wait and please put your hazard lights on.
- If your child must be buckled into a car seat, you will be asked to pull to the front of the loading zone. It is your responsibility to buckle your child in properly.
- Please, no loud music or talking, on cell phones in the carpool zone.
- If someone other than the parent/guardian will be picking your child up, they **must have the yellow carpool number tag** with them. If they do not have this number, they must go to the front office and pick up the student once dismissal is over.

- Students may not be checked out of school after 2:30p.m.
- Carpool is over at 3:40p.m. If you are late, please park in the front parking lot. You will need to walk to the office to pick up your child. Carpool privileges will be revoked if there are multiple late pickups.
- If you need more than the two carpool tags provided, please come to the front office. Additional tags are \$1.00 each to cover costs of paper and printing.