



Holy Spirit
EPISCOPAL SCHOOL

ARRIVAL AND DISMISSAL PROCEDURES

GUIDELINES AND CONFIDENTIAL CODES

Please read the guidelines below that are designed to ensure the safety of our children. Make sure that any member of your family who may be responsible for driving students to and/or from school is familiar with the procedures.

Carpool Identification (Confidential Codes)

Holy Spirit Episcopal School uses a system of individually assigned numbers, one for each child. ALL students are assigned a carpool number, regardless of their participation in after school activities. Our system of dismissing by numbers will be in place for regular afternoon dismissals and the occasional early dismissal.

- *Number Assignment:* Every family is assigned a number. Safeguard this number as you would other personal information. Do not casually share your assigned number with anyone you would not want to pick up your child.
- *Number Display:* The school is providing two cards for each family with the corresponding assigned carpool number printed on each card. Please keep the card in your vehicle and remember to display it in your window when you arrive at Holy Spirit Episcopal School to pick up your child. If additional cards are needed, please remember to print the numbers in LARGE, BOLD TYPE. Make cards for drivers who will be responsible for picking up your child.
- **If your child is going home with another adult on any given day (carpool, group, etc.) it is your responsibility to make that arrangement with the other adult involved.** He/She will need to know your child's carpool number and post it in the windshield. All alternative transportation arrangements must be made parent-to-parent.

Safety Guidelines:

- Please maintain a safe (10 mph) speed at all times in the parking lot.
- Pull as far forward as possible along the walkway. Please remain as close as possible to the right-hand curb.

- Cell phone use is not allowed by drivers during carpool.
- DO NOT pass cars that are still in line, unless directed to do so by a staff member.
- Do not unload students until a staff member arrives on carpool duty at 8:00 A.M.

Arrival Time and Place

Early Childhood, Lower School, Middle School – Arrival at 8:00–8:15 A.M. in main parking lot next to the sidewalk.

Pickup Time

Please adhere to the scheduled dismissal times. If you need to pick your child up at an earlier time, please come in the school office and we will help you with this dismissal.

Dismissal Times and Place

Half-Day Early Childhood Classes – Dismissal at 12:00 P.M. Yellow Station

Full-Day Early Childhood & Kindergarten Classes – Dismissal at 3:15 P.M. Blue Station

Lower School, Grades 1-4 – Dismissal at 3:30 P.M.

Lower School students with or without EC or K siblings – Green Station

Lower School students with MS siblings – Yellow Station

Middle School Classes – Dismissal at 3:30 P.M. Yellow Station

Carpool Stations:

- G Green Carpool: West parking lot, off Tallowood between Church and Parish Hall
- Y Yellow Carpool: East parking lot, in front of the gym
- B Blue Carpool: East parking lot, outside kindergarten wing