



Arrival, Dismissal and Carpool Instructions

Early Childhood

Arrival

- Designated staff will assist children to enter safely into the building.
- Staff members will wait by the EC circle drive from 7:15 to 9 a.m. to accept children into the school.
- If a student arrives after 9 a.m., parents must call the school at (713) 468-5138 and press 219 to connect with the EC office and notify them you have arrived. An assigned staff member will meet the child outside to assist with check in.

Departure

- Parents will display the school-issued carpool tag in a visible area of the front window and staff will escort the children into their car.
- Once the child is in the car, parents may quickly get out of the vehicle to buckle the child into the car seat if necessary.
- We ask parents to allot extra time to their schedule for arrival and dismissal.
- If the carpool line extends to the street, cars can wait on the side of Tallowood Road until the circle drive clears up.

Primary School

Procedures

- Enter line from Perthshire Road.
- Students must be ready to exit car upon arrival at unloading zones.
- Parents should move their car to the most forward position and avoid gaps in the line.
- Students must exit on the safe side of the car, away from traffic.
- Parents must remain in the car when the student is exiting the car.
- Upon arrival parents will answer screening questions and students will have their temperatures checked before exiting the car. If a temperature of 100.4 degrees or higher is registered a second reading will be taken and if the student still registers a temperature of 100.4 degrees or higher, the student will go home and the nurse will follow up with the family.
- During departure, display the carpool card issued by the school.
- Every person over the age of 5 must wear a face cover during carpool.

Arrival & Departure

- Students may arrive at school by 7:45 a.m.
- P3 and P4 must be in their classroom by 8:10 a.m.
- School staff will monitor carpool between 7:45 and 8:05 a.m. with assigned faculty to escort students to their designated classrooms.
- Dismissal takes place at 3:15 p.m.
- Drop off and pick up occur at the same location.

Lower School

Procedures

- Enter line from Tallowood Road.
- Students must be ready to exit car upon arrival at unloading zones.
- Parents should move their car to the most forward position and avoid gaps in the line.
- Students must exit on the safe side of the car, away from traffic.
- Parents must remain in the car when the student is exiting the car.
- Upon arrival parents will answer screening questions and students will have their temperatures checked before exiting the car. If a temperature of 100 degrees or higher is registered a second reading will be taken and if the student still registers a temperature of 100 degrees or higher, the student will go home and the nurse will follow up with the family.
- During departure, display the carpool card issued by the school.
- Every person over the age of 5 must wear a face cover during carpool.

Arrival & Departure

- Students may arrive at school by 7:30 a.m.
- K-4th must be in their classroom by 8:05 a.m.
- School staff will monitor carpool between 7:30 and 8 a.m.
- Dismissal takes place at 3:30 p.m.
- Drop off and pick up occur at the same location.

Middle School Carpool

Procedures

- Enter line from Perthshire Road.
- Students must be ready to exit car upon arrival at unloading zones
- Parents should move their car to the most forward position and avoid gaps in the line.
- Students must exit on the safe side of the car, away from traffic.
- Parents must remain in the car when the student is exiting the car.
- Upon arrival parents will answer screening questions and students will have their temperatures checked before exiting the car. If a temperature of 100 degrees or higher is registered a second reading will be taken and if the student still registers a temperature of 100 degrees or higher, the student will go home and the nurse will follow up with the family.
- During departure, display the carpool card issued by the school.
- Every person over the age of 5 must wear a face cover during carpool.

Arrival & Departure

- Students may arrive at school by 7:30 a.m.
- 5th-8th must be in their classroom by 7:50 a.m.
- School staff will monitor carpool between 7:30 and 7:45 a.m.
- Dismissal takes place at 3:30 p.m.
- Drop off and pick up occur at the same location.

Safety Reminders

- Refrain from the use of cell phones or other electronic devices while in carpool and school parking lot.
- Use the proper legal child restraints at all times when driving on campus.
- Comply with the 5 mph speed limit while on campus.
- Never leave your child unattended in a vehicle.
- Avoid walking between the carpool lines during carpool.
- Use the crosswalk when parking and walking your child into the building.

Late Arrivals and Early Departures (P3-8)

Once carpool has ended, an adult must accompany PS, LS and MS students to the front office to officially sign them in for the day. Parents can park in the Perthshire school lot. Once screened, only students will enter the building beyond the reception area. School staff will escort PS students will to their classrooms.

To avoid interruptions during instructional time, please avoid picking up earlier than 3:15 p.m. for PS and 3:30 p.m. for LS and MS unless necessary for an appointment or other conflict. Early pick up must occur at the front office. For pick-up changes or special instructions, email or call the school office before 3 p.m. on that day.