CARPOOL INFORMATION
BROOKSTONE SCHOOL

CARPOOL PROCESS
Your child’s safety is our first priority! This carpool procedure has been designed to facilitate movement in a safe, secure way.

Please read through this information even if you do not currently have children in a carpool in lower or intermediate school. This process will affect roadways on our campus each day from 7:30 a.m.–8:00 a.m. and from 2:30 p.m.–3:30 p.m. To help prevent frustration, please make yourself aware of any roadways/entrances/exits that will be blocked off for carpool.

CARPOOL NUMBERS
Students in grades 3K-5 will be assigned carpool numbers. Students will only be allowed to leave with approved drivers who have the Brookstone carpool number. Returning students will keep the same number as last year.

FAMILY CARPOOLS:
Each family will be assigned and receive a window decal and a printed card with their carpool number. If you need additional cards you may make copies of the printed card. This number should be displayed in the right hand side of the dashboard. Please help your child learn his/her number. Help children understand when their number is called that is their cue that their ride is there to pick them up. We are extremely cautious with our procedure, but parents can help children better understand the process by explaining it to them.

SPECIAL CARPOOLS:
If your child rides in another carpool on some days, you will have the option to sign up for a special carpool number to be utilized on special carpool days. Example: If on Tuesdays your child rides in a special carpool to dance, the driver will need a special carpool number. Please have one parent of the carpool group contact Sharman Dryden. Please include the names of all students in the carpool and the days of the week the carpool will take place. Carpool numbers will be provided to each driver designated for the group.

SPECIAL SITUATIONS:
To arrange for your child to be picked up by a driver without a carpool number contact the Sharman Dryden in the lower school office.

FURTHER SAFETY PRECAUTIONS
• Do not use your cell phone while in carpool.
• Do not leave your car once you are in line.
• No parking will be allowed in the carpool lanes between 2:30 and 3:30 p.m.
• If you are picking up students from lower/intermediate school as well as middle school please wait to arrive for lower school pickup at 3:10 p.m.
• Please notify the school office of any variations in carpool plans by 8:00 a.m.
MORNING DROP-OFF

Details for LS and IS

1) 3K-5 regular schedule drop-off may begin at 7:30 a.m. All traffic for lower and intermediate school carpool will enter using the west entrance to campus. Traffic for middle or upper school may also use this entrance and stay in the left lane to avoid delay from LS and IS carpool.

2) Cars pull through to the stop sign.

3) It is imperative that if you are in the LS traffic route and find that your car is blocking cars behind you from proceeding down the IS traffic route that you proceed down toward the intermediate school as an alternate way to approach the LS drop-off area.

4) Students will be helped from the car by Brookstone faculty.

5) All students should be ready to get out of the vehicle upon stopping.

Details for MS and US

- Traffic for middle school or upper school may use both the east and west entrance for morning drop-off.
- You may prefer to use the east entrance to avoid carpool traffic.

AFTERNOON PICK-UP

All traffic for lower and intermediate school carpool will enter using the west entrance. 3K and PreK will form a single line. K-5 will form a double line.

Details for 3K and PreK:

1) You may begin lining up for carpool at 11:45 a.m. Carpool will begin at 12:00 p.m.

2) All students will be waiting along the covered walkway outside the lower school.

3) If your child will be staying for Brookstone Extended and then picked up at the 2:45 carpool you will need to inform the child’s teacher and bextended@brookstoneschool.org before 8:00 a.m.
**Details for K-5:**
1) You may begin lining up for carpool at 2:30 p.m. Carpool will begin at 2:45 p.m.
2) Cars pull through in a double line from the west entrance beside the intermediate school and into the loading area. Please proceed as directed by the teachers on duty.
3) In a double line, seven cars in each lane will be stopped in the loading area. Faculty will bring your child(ren) to your car.
4) Once all fourteen cars are loaded, they will be released one lane at a time to allow for both lanes to merge into one lane to exit through the east entrance.
5) If all of the children in your carpool are not in the child waiting area for any reason, there will be four spots for waiting directly in front of the loading area to the right along the curb/sidewalk.

**Details for MS and US:**
Traffic for middle or upper school should use the east entrance for afternoon pick-up. (The west entrance will be used only for lower and intermediate school entrance during afternoon pick-up.)

**PLEASE PRACTICE PATIENCE...**
Again, this process has been carefully developed to ensure the safety of our children as well as timeliness in arrival and dismissal of school. Remember children, as well as adults, must become familiar with the procedure. Carpool typically lasts 15-18 minutes, but may take longer the first few weeks of school. Please be patient as we all become more familiar with these practices.