

**University Park Elementary**  
**Parent Carpool Guidelines and Procedures**



The University Park Elementary Parent Carpool is our dismissal method for parents and guardians who would prefer pick their child up from school rather than using district bussing. The Parent Carpool is designed to be safe as well as quick: this past year, we were able to dismiss 80 cars of students in 15 minutes or less! Parent Carpool Drivers have one of the biggest roles in keeping our Parent Carpool Dismissal safe!

*Parent Carpool Registration*

- **Parents or Guardians must register for the UP Parent Carpool at the start of each school year.**
  - The UP Parent Carpool Registration Google Form is sent out at the start of the school year. Parents or guardians who wish to participate must complete the Google Form.
  - Parents or guardians may not re-use Carpool Tags and Numbers from the previous year.
- Once a parent or guardian has completed the UP Parent Carpool Registration Google Form, they will receive a confirmation email from the Front Office
  - The confirmation email will provide the Student's Carpool number, as well as instructions for the first day of school, or the first day that the student will begin using the Carpool.
- The Front Office will provide a set of 3 Carpool Tags for each student. Carpool Tags for the 2023-24 School Year are **GREEN**.

*Parent Carpool Safety Guidelines*

- **Carpool Drivers will not be allowed on the blacktop at the rear of the building until 3:15 PM.**
  - Teachers have the use of the blacktop and playground equipment for additional recess until 3:15 PM. The area will remain blocked off until that time.
  - **Please do not arrive for Dismissal before 3:10 PM.** We are a neighborhood school, and we are trying to limit the disruption to neighborhood traffic as much as possible. Carpool Drivers arriving before 3:10 PM often lead to a traffic jam on Noel Drive that can keep neighbors and busses stuck!
- The Speed Limit on school property is 15 MPH.
- The Carpool is monitored by UP Staff, who will have a copy of the complete Carpool Registry.
- Carpool Monitors will only release students to the individuals listed on the Carpool Registry.
  - Carpool Drivers should always have their Driver's License or Photo ID with them to display to Carpool Monitors if requested to do so.
  - Carpool Monitors will only release students to an individual who is **NOT** listed on the Carpool Registry **IF**:
    - The child's parent or guardian has contacted the Front Office with the name of the Alternate Individual, **AND**
    - The Alternate Individual has their Driver's License or Photo ID.
- Carpool Drivers should remain in their car at all times while in the Carpool Line
  - If your child needs assistance with their seat belt, please pull forward and out of the line of traffic, parking in a designated spot if available, before stepping out of your car to assist.
- Carpool Drivers should always watch for busses, students, and other cross traffic when navigating the Carpool Line.

### *Parent Carpool Dismissal Procedures*

- If a parent or guardian needs to make a change to their child's dismissal, they should email or call the Front Office by 1:30 PM whenever possible.
  - If it is a sudden change occurring after 1:30 PM, please call the Front Office directly.
  - ***If an Alternate Driver is being sent in place of the Carpool Drivers listed in the Carpool Registry, the student's Parent or Guardian MUST contact the Front Office. The Alternate Driver MUST have their Driver's License or Photo ID with them.***
- Carpool Drivers will line up starting at 3:15 PM, after teachers or students have safely left the blacktop and playground equipment.
- Carpool Drivers must display their Carpool Tag either in their front windshield or on their driver's side window.
- Students are called to line up for the Carpool at 3:30 PM, and Carpool dismissal begins at 3:35 PM.
  - Carpool Monitors will use radios to call students from the line to the waiting cars, and will assist them in entering the car if needed.
  - Carpool Drivers should remain in their car while in the line.
  - If a student needs assistance in buckling their seat belt, the Carpool Driver should pull up and out of the line of traffic, parking if possible, before leaving their car to assist.
- If a Carpool Driver has not arrived by 3:50 PM, they will need to pick up their student at the Front Office.

***Thank you for all your help in keeping our students and staff safe!***

