

## ***IWIA Carpool Policies and Safety Guidelines!***

Our school is located in a high traffic area along the Custer Avenue corridor, and we have a neighborhood of family homes around our school, so it is imperative that all families adhere to the guidelines below. Please take the time to familiarize yourself with our carpool policy.

### ***Guidelines:***

- The entrance for the school is located on the East side of our campus (the driveway closest to Moreland Avenue).
- The exit for the school is located on the West side of our campus (the driveway closest to Boulevard).
- DO NOT ENTER the driveway closest to Building A (K-2) in order to be the first in the afternoon carpool line. Doing so is a very dangerous and unacceptable practice.
- For your child's safety we ask that you allow students to exit and enter from the passenger or right side of your vehicle.
- Please remain in your vehicle. Staff will be available to assist your child with exiting and entering the vehicle.
- Please help us to expedite the Drop-off process by having your child ready to exit the vehicle.
- For the Pick-Up process, please make sure your carpool number is visible.
- Students will not be released to any vehicle without a carpool number until it can be verified that the driver of the vehicle is listed on the student's Pick-Up Authorization Form. If you do not have your carpool number please park and sign your student out from the main office.
- If you have Pick-Up carpool changes and the individual picking up your child does not have your carpool number on their vehicle, you must call the front office 678.904.9137 by 12:00 PM to make arrangements.

### ***Safety Rules:***

- Follow all directions and signals of carpool staff and volunteers.
- No parking is allowed in the carpool lane. Parking is only permissible in striped parking spaces.

- You must circle back around to the beginning of the carpool lane if you need to pick up someone who is not immediately available.
- NO PARKING IS ALLOWED ON CUSTER AVENUE. Illegally parking in violation of “No parking Signs” may result in towing or ticketing by police. Illegal parking creates blind spots for drivers exiting the school campus and endangers lives.
- NO PARKING IS ALLOWED ON WOODLAND AVENUE.
- NO PARKING IS ALLOWED IN THE SUBDIVISIONS ACROSS FROM THE SCHOOL.
- Always watch for children crossing the carpool lanes.
- PULL AS FAR FORWARD as possible (close to the Custer Ave. exit) BEFORE DROP-OFF.
- Do not change lanes in the carpool line or in the school parking lot.
- No cell phone use while in the carpool lanes.
- The left-hand lane is only for exiting left onto Custer Avenue.
- The right-hand lane is only for exiting right onto Custer Avenue.
- Drive slowly
- Have your child ready to unload quickly.
- Keep backpacks and belongings for school in the car so that the trunk does not have to be opened.
- Do not change drivers in the carpool lanes – do this in a parking space.
- If walking in the parking areas, use the crosswalks.
- Signal where you are going when you approach both the entrance and exit.
- Arrive on time. Lines are rare from 7:35 to 7:45 a.m. If you arrive after 7:45 a.m., prepare for delays and be patient.
- Remember that it is not an acceptable excuse for tardiness to school because your vehicle is delayed by carpool traffic.
- On rainy days, start your trip to IWIA earlier.
- Volunteers can contact the PTA to help with carpool. We welcome volunteers.

***Morning Drop-off and Afternoon Pick-up***

Morning drop-off for all grades is 7:35 am – 7:55 am. Please take note of the following guidelines for morning drop-off at school:

- The drop-off time for all grades is 7:35 am.
- Cars may start queuing up at 7:30 am; however your child will not be able to exit the vehicle until 7:35 am.
- At 7:40 am students will go directly to their classrooms.
- Drop-off may ONLY occur on the WEST SIDE of the school (closest to Boulevard). This is the short side of the campus parking area closest to the Main Office Entrance.
- DO NOT drop students off behind the school or along the side of the school parking area near the retention pond, basketball goals and dumpsters.
- The Drop-off location for Grades K-1 is RIGHT-MOST lane closest to the building.
- The Drop-off location for Grades 2-8 is LEFT-MOST lane away from the building.
- If your child is participating in the Before Care Program, you must park your vehicle in the parent/visitor parking and escort your child to building B and sign him/her in.

Afternoon Pick-up for grades Kindergarten-4<sup>th</sup> is 3:00 PM – 3:25 PM and grades 5<sup>th</sup>-8<sup>th</sup> is 3:30 PM – 3:45 PM. Please take note of the following guidelines for afternoon pick-up at school:

- The Pick-Up time for grades K-4 is 3:00 PM. Cars may start queuing at 2:45 PM.
- The Pick-Up time for grades 5-8 and their sibling(s)/carpool partner(s) in grades K-4 is 3:30 PM. Cars can begin queuing up at 3:30 PM. Please do not arrive before 3:30 PM.
- The Pick-up location for Grades K-1 is right-most lane closest to the building.
- The Pick-up location for Grades 2-8 is left-most lane away from the building.
- The middle lane is for exiting traffic only.
- Students in grades K-4 without a sibling in grades 6 or 7 not picked up by 3:20 PM, and students in grades 5-8 not picked up by 3:45 PM will be sent to the After School Enrichment Program. You will be charged the \$12 program fee for that day.
- If you arrive late for pick-up, you must park in the parent/visitor parking and pick your child up in Building A.