

Dear Parents,

We need your help. We have noticed lately that our carpool lines have not been moving as smoothly as we like them to, especially in the morning. So, we are going to make some adjustments in the hopes that we will increase the safety of our students. The changes to our carpool are in bold print below and will begin Thursday morning, March 16<sup>th</sup>. All other points below have been in place for several years and are listed as a reminder.

1. Please do not drop off your child until the bell has rung at 7:15. There is no one to supervise your child before that time.
2. Please make sure that you pull your car as far forward as you can along the curb. Our teachers will be waving you forward.
3. Please do not get out of your car to help your child disembark from your vehicle.
4. All students must get out of the car on the passenger side, never on the driver's side. It is dark in the mornings and people cannot see your child making this practice a safety issue.
5. **We will no longer allow parents to park their car and walk their child across the parking lot and carpool line. Beginning tomorrow, there will be curbside drop off only. That means that you must stay in the carpool line to drop off your child.**
6. **The only people who can park and walk their child in are those who are entering the building for a specific reason such as a meeting with a teacher, breakfast with your child, etc.**
7. If you are still in the carpool line at 7:45 when the bell rings, do not park your car along the red curb. You must park your car in a parking spot and walk your child into the building and sign your child in. Your child cannot come in the building by himself or herself.
8. Our tardy policy states that students are supposed to be in their classes at 7:45 when the bell rings. Students should already be dropped off by then.
9. Please refrain from using your cell phone while in the carpool line. Children's safety is our #1 priority and phones can be distracting.

We expect that our carpool line will be considerably longer in the morning, as we have had quite a few parents dropping off from the parking lot. It is advised that you head to school a few minutes earlier to make sure that your child is not late. Also remember that the best way to insure that your child gets to school on time is to put him or her on the bus. All of our buses arrive by 7:30 and the students have fifteen minutes to settle in and prepare for their day.

Thanks in advance for your help with this matter. If you have any questions, please feel free to call me. Remember that these carpool rules are in place to keep your child safe.

Susan Hallmark  
Principal  
Addison Elementary  
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